

Bag & Tag Assistant

Summary of Essential Job Functions

The Bag & Tag Specialist prepares individual and bulk shipments of finished goods to be shipped to the end users. This position reports directly to Bag & Tag Supervisor.

Abilities Required

- ★ Be able to lift up to 50lbs.
- ★ Clear handwriting skills.
- ★ Basic math skills and ability to count and retain numerical information.
- ★ Read & understand English and become familiar with industry language and terminology.
- ★ Basic computer navigation skills.
- ★ Ability to effectively and comfortably communicate with co-workers.
- ★ Be comfortable on your feet for the duration of your shift.
- ★ Attention to detail and ability to organize your work area and work efficiently.

Specific Responsibilities

- ★ Locate all necessary information, supplies, and order components to complete the Bag & Tag process.
- ★ Verify that the sizes, colors, quantities, and styles against what the client ordered and then individually bag and/or Re-box each order and use the client generated packing list to confirm the correct garments for the specific order.
- ★ Keep your work area clean and organized.

Key Performance Indicators

- ★ Consistently showing up for work on time and putting in extra time when required.
- ★ Maintain 100% accuracy in bagging & tagging process.
- ★ Preparing orders so they give the client a "WOW" retail experience when received.
- ★ Effective and consistent communication with Client Service Manager and clients about their order issues.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.