



Seasonal Web Fulfillment Associate Holiday 2026

Summary/Objective:

The Seasonal WEB Fulfillment Associate is a detail-oriented and efficient member of our Holiday team, responsible for accurately packing and preparing jewelry and glassware orders for shipment. Key duties include carefully handling delicate items, ensuring packaging meets quality standards, and maintaining an organized work area. The position requires strong attention to detail, ability to work in a fast-paced environment, and a commitment to delivering excellent results during peak holiday periods.

Essential Functions & Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Carefully pack jewelry and glassware items according to established guidelines, ensuring all items are protected from damage during shipping.
- Examine items for defects or damage before packing, reporting any issues to the supervisor.
- Accurately label and sort packages according to shipping instructions to facilitate efficient order fulfillment and delivery.
- Assist with inventory management by keeping track of packing materials and notifying supervisor when supplies are low.
- Keep the packing area clean and organized to promote a safe and efficient work environment.
- Work efficiently to meet daily packing quotas and deadlines, especially during peak holiday periods.

Education, Experience, & Qualifications

- Prior experience in a warehouse, order fulfillment, or packing environment is preferred. ▪ Proven success in meeting deadlines and working efficiently.
- Strong attention to detail.
- Ability to stand for extended periods, lift and move boxes up to 15 lbs, and perform repetitive tasks in a fast-paced environment.
- Excellent organizational skills.

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- Reliable and punctual with a strong work ethic.

Physical & Mental Demands

- While performing the duties of this job, the individual is regularly required to communicate information and ideas effectively so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to stand for long periods of time, often for the entire scheduled shift. ▪ Must be able to lift up to 15lbs.
- Specific vision abilities required by this job include the ability to observe details at close range (within a few feet of the observer).
- Read, analyze, and interpret data (emails, memos, letters, etc.).
- Maintain visual attention and mental concentration for significant periods of time.

Work Environment

- Duties are performed in a warehouse distribution environment and may require traveling to other facilities using employee's personal transportation.
- This role routinely uses standard office equipment such as laptop computers and various digital devices.
- This is a part-time position; days and hours of work vary based on business need.

Work Authorization

- Applicants must be currently authorized to work in the United States for any employer.

Compensation:

- \$15 hourly rate.
- Flexible schedule.
- Generous employee discount.