



## SEASONAL SHIPPING COORDINATOR

### ABOUT MIGNON FAGET

The New Orleans jewelry design house of Mignon Faget has been designing jewelry for over 50 years. As a distinguished New Orleans brand, Mignon Faget prides itself on being a luxury retailer offering excellent customer service from every outlet. As Mignon Faget moves into the next 50 years of business, the brand is adapting, innovating, and inspiring the jewelry world of today.

### POSITION DESCRIPTION

As a Seasonal Shipping Coordinator, you will be responsible for securely and efficiently packing our Holiday orders and preparing them for our shipping partner. Our Holiday team should be equipped with the tools to multitask within a fast-paced environment.

### RESPONSIBILITIES:

- Packing Boxes: Safely pack each Web shipment, making sure that the merchandise is well protected in transit.
- Shipment Accuracy: Ensuring an organized and accurate packing process.
- Communication: Maintain communication with the Web Fulfillment team and the Shipping Partner to make sure packages go out on time.

### REQUIREMENTS:

- Organization and Communication Skills
- Team Player
- Ability to stand for extended periods of time

**COMPENSATION** Hourly rate. Generous discount.

MIGNON FAGET™

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[mignonfaget.com](http://mignonfaget.com)