



## Job Posting: Office + Shipping Assistant

Job Title: Office + Shipping Assistant

Location: Bliss Unlimited Headquarters in Eugene, OR

Shift: TBD, 20-24 hours/week

FLSA: Non-exempt (hourly)

Timeline: Open until filled

Apply at: <https://coconutbliss.bamboohr.com/jobs>

*Coconut Bliss is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Coconut Bliss believes that diversity and inclusion is critical to our success and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.*

At Coconut Bliss, our vision is *Blissful Experiences for All Beings*. Our mission is to *embody integrity through inspirational business practices and exceptional plant-based creations*. We make organic, dairy-free frozen desserts that taste good without making you feel bad. We are a small team of dedicated people who enjoy working hard and having fun together. We are always striving to have a harmonious working environment that is open and collaborative. We are looking for a long-term addition to our Bliss family who is also interested in helping to co-create an overall “State of Bliss”.

Coconut Bliss is seeking a part time Office + Shipping Assistant. This position provides support for general office, administrative and marketing tasks. The role of the Office + Shipping Assistant is a support role that creates an ease of operation. Ideal candidates are organized individuals who display the ability to collaborate, take direction, and engaged initiative to provide compassionate support. They are strong communicators, adaptable and friendly.

### Qualifications & Requirements

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and our hiring processes are centered on assessing candidates based on diverse lived experiences. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, contact us at [Jobs@CoconutBliss.com](mailto:Jobs@CoconutBliss.com) to discuss your application.*

- Education – High School Diploma strongly preferred, and college level computer classes or equivalency in experience is also preferred
- Experience – 2 years of customer service or hospitality or admin assist/office assist experience and 1+ years shipping experience is preferred
- Schedule is during regular business hours, M-F, 20-24 hours/week
- Travel: Must have valid driver's license and reliable transportation for local errands
- Physical: The Office + Shipping Assistant position includes a mix of computer work sitting and/or standing at a desk, and more active work that includes, but is not limited to, the following:

- Lifting – must be able to lift and carry up to 50 lbs., and able to lift items overhead
- Bending, reaching, pushing and pulling
- Safe ladder use
- Working in a variety of temperatures, e.g. outside, in unheated kitchen, and stocking freezers

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be provided to the extent possible and appropriate in the event of ADA qualifying disability.*

## **Principle Duties**

### **General Housekeeping (perform/check daily) (25%)**

- Check recycling and shipping hubs – tidy up, take out, weigh and record materials
- Check laundry baskets, wash, dry and fold and restock as needed
- Check kitchen and tidy up throughout shift
- Check plants; water as needed

### **Front Desk & Miscellaneous Office Assistance (25%)**

- Answer phones
- Greet visitors
- Administrative filing
- Miscellaneous errands, including off-site errands
- Support projects as needed, to be prioritized by Supervisor

### **Shipping + Inventory (50%)**

- Complete swag send-outs, track inventory and coupons used
- Stock product in foyer freezer
  - Assist with inventory and organize product in assigned freezers
  - Associated data entry (monthly at minimum)
- Receive in-house orders, store promptly to maintain quality
- Pack and ship product send-outs
- Support projects as needed, to be prioritized by Supervisor

(The above list is meant to provide a broad overview. A detailed job description will be provided during the interview process.)

## **Compensation & Benefits**

Coconut Bliss pays fair and living wages for all positions, and provides excellent benefits including medical, vision and dental insurance, a Health Reimbursement Agreement, paid holidays, a generous paid time off benefit, a 401k with company match and several perks including all the Coconut Bliss you can eat! (Some benefits are for full time positions only.)

We also have an amazing team and a wonderful work environment – we placed 2<sup>nd</sup> in the [2019 100 Best Green Workplaces in Oregon](#). More details about compensation and benefits will be provided during the interview process.

If you have a passion for organic food and sustainability and are excited to work with a growing company who values collaboration, diversity, transparency and integrity, we welcome you to submit a cover letter and resume.

Interested candidates may apply on our career site: <https://coconutbliss.bamboohr.com/jobs>

*\*\*\*If you are unable to complete this application due to a disability, contact [Jobs@CoconutBliss.com](mailto:Jobs@CoconutBliss.com) to ask for an accommodation or an alternative application process.*