

## Fulfillment Specialist

Five Ultimate is an ultimate apparel company based in Seattle, WA. Our mission is to serve ultimate. As the sport evolves, we strive to reinforce the attributes that make it unique: Spirit of the Game, athletic excellence, and a sense of community. To that end, we create high-quality products that define the ultimate aesthetic, and we are looking for someone to join the team to reach these goals in 2019 and beyond!

### Job Description

The Fulfillment Specialist ensures that discs are printed, custom orders are quality controlled, and all orders are shipped in a timely manner. This is a **part-time, position** which reports to the Warehouse Manager, with the possibility of moving to full-time. All work is to be completed in our Seattle, WA warehouse.

### A great Fulfillment Specialist:

- Is extremely detail oriented.
- Follows procedures with precision.
- Manages their time well and can prioritize appropriately.
- Loves to beat deadlines and exceed benchmarks.
- Strives for excellence and holds themselves to a high standard of service.

### Responsibilities

- Print discs utilizing sophisticated heat-press equipment
- Pick orders for customization.
- Quality control all customized gear before it ships.
- Ship all online store orders within one business day.
- Ship all team orders on time.
- Keep paperwork up-to-date.

### Qualifications

- Extreme attention to detail, and outstanding organization skills
- Able to work independently
- Able to climb ladder
- Able lift 50 lbs to chest height
- No prior experience printing discs required

### Application Process

To apply, please send your resume, cover letter, and weekly availability to [employment@fiveultimate.com](mailto:employment@fiveultimate.com). Applications will be screened on a rolling basis until position is filled. We are looking to fill this opening as soon as possible.