

E-Commerce - Shipping/Embroidery/Laser Engraving

We are a promotional products distribution company in Palatine, Illinois looking for a new team member. We sell promotional products like hats, pens, and mugs with a logo on them, and have been in business for over 30 years.

We are a small business, with hard working employees, all owning their individual tasks and roles, but that also work amazing together to accomplish the needs of the entire organization. We work hard to show our employees how valuable they are, and how important they are to our success.

We have an e-commerce website where we stock items for customers to purchase 1 piece at a time, as well as some made-to-order items. This will be the department you will help with. This job has unique projects all the time, you will be involved in varying work your entire career.

This position is on the production and shipping team. You will be fully trained on how to accomplish all tasks and will start to gain ownership of tasks within the department as you gain comfort and speed in the various tasks.

Qualifications: Detail Orientated, Ability to Multi-Task, Ability to Thrive in Fast-Paced Role

****To be considered, you MUST submit your resume and complete the 2 requested assessments (Detail and Manufacturing fit).**

Your Main Roles:

- Print, pull and pack orders from our website.
- Coordinate shipping orders from website, as well as other custom projects.
- Coordinating garments for heat pressing and embroidery. This includes sorting, pressing or embroidery, folding and bagging to prep for shipping.
- Coordinating items for laser engraving. This includes plaques, awards, cups, and other gift items. You will unpack, sort, engrave, clean and repack to prep for shipping.
- Heat pressing or Laser engraving and assembling Name Badges.
- Customer Service, including answering phones and emails, as well as notifying customers of out-of-stock notices or following up on order questions.

- This position also helps with Coordinating and prepping for some retail "Pop up" stores we open at various times a year, at trade shows around the country (sticker items, packing items, etc...). You will be asked to travel for some trade shows in the future, lots of notice will be given to plan accordingly.

There are great opportunities for you to grow within the organization, with plenty of salary growth opportunity as well. This is a fast-paced role, and we are looking for a highly detailed person, with good work ethic, and the ability to multi-task, self-motivate, self-manage, and that has a great sense of pride in hard work and ownership of the tasks and position. We need a multi-talented person, who is able to think on their feet, and adapt to changing conditions and customer needs, who wants the opportunity to grow with the position and company.

- Any experience with laser engraving or embroidery is a plus, but you will be fully trained on the machines.

Job Type: Full-time – Salary position

Pay:

-Starting at \$42,000.00 Plus \$6,000 Health Insurance Allowance

- Most weeks you will work 40-45 hours, sometimes more during peak times

*Unfortunately, we do not offer health insurance, and will not be offering it in the future. This is why we offer the additional pay to put toward Health Insurance Allowance. If this is a requirement for you, please be aware upfront.

Team Store provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran status.

Job Type: Full-time

Salary: \$42,000.00 - \$50,000.00 per year

Benefits:

- 401(k)

- 401(k) matching after 2 years
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Palatine, IL 60067: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person