

## Shipping & Receiving Clerk (Seasonal/PT)

Are you looking for a part time/seasonal job to supplement your current income?  
Do you work evenings and are looking for a job during the day only?  
Do you work days and are looking for an evening job for additional income?  
Would you like to secure a regular part time seasonal job you can come back to every busy season to supplement your income?

University Readers is taking the college textbook publishing industry by storm! Join a 25-person entrepreneurial company that provides an E-Commerce publishing service loved by over 250,000 students around the country. This is an incredible opportunity for the right individual as we are positioned to triple in size over the next few years.

We're looking for a committed, hard-working, and hands-on **Shipping & Receiving Clerk** to handle various duties including packing/pulling student book orders, shipping & receiving, quality control and inventory management. We are looking for individuals who would like to secure regular part time/seasonal employment that allows you to continue to work with us every peak season.

**This position is Seasonal with full/part time hours lasting 4-6 weeks with re-assignment at the beginning of each school semester/quarter (usually 1-2 month break in between depending on season). Need to fill many evening shifts and some day shifts.**

### Requirements:

- Order fulfillment, packaging/shipping experience preferred.
- Basic computer skills (Windows, Office, email, internet).
- Strong communication skills, well organized, detail oriented and hard working.
- Ability to multi-task and work well under pressure.
- Must be available to work some Saturdays.
- Must be willing to make regular package deliveries to local post offices/fedex locations.
- Must be able to lift a 40lb. box
- Must have own transportation and proof of insurance

Start Date: Immediate

Compensation: \$10/hr.

For consideration, please e-mail cover letter, resume, and the position to which you are applying in the subject line to [ryuan@universityreaders.com](mailto:ryuan@universityreaders.com).

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