



## **JOB POSTING: FULL-TIME FULFILLMENT SPECIALIST**

### **POSITION SUMMARY**

The Fulfillment Specialist position is based out of our Bismarck, ND office and is responsible to perform general warehouse and data entry activities, including monitoring inventory to ensure all are received, warehoused, and dispensed in a timely manner; coordinating of shipping activities including the preparation and break-down of palletized items; tracking and ordering of supplies; and providing general data entry support for our Events Department.

### **REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED and two years or more of related professional experience.
- Must be able to lift up to 50 pounds unassisted and utilize typical warehouse resources and tools
- Strong organizational and data entry skills.
- Must be organized and able to prioritize responsibilities in a fast-paced environment.

### **APPLICATION PROCEDURES**

Please submit the following documents to [jobs@deltawaterfowl.org](mailto:jobs@deltawaterfowl.org):

- Cover letter
- Resume
- Three professional references