



BookSmiles is Hiring!

Warehouse Associate

BookSmiles, a South Jersey 501(c)(3) nonprofit, is searching for a full-time warehouse associate interested in a career with a rapidly growing nonprofit, committed to irrigating book deserts, giving children in under-served communities the chance to build their own libraries starting at birth.

Job Description

Full-time: 37.5 hrs/wk Hours - M-F 9-5, occasional Saturday/Sunday required.

Location: BookSmiles Book Bank: 7300 N. Crescent Blvd. Unit 10, Pennsauken, NJ 08110

Associate will work under the supervision of Operations Manager and Warehouse/Estate Manager. Excellent customer service and communication skills are a must.

- Load and operate a cargo van with up to 40 cases of children's books and deliver to daycare centers, schools, and nonprofits. Must be able to lift 50 lbs. comfortably.
- Occasionally table events at schools, representing the BookSmiles brand while distributing books to children and teachers. (Will train)
- May assist in estate library clean out.
- Coworker will be trained to drive a 16-foot box truck equipped with a lift gate.
- Coworker will be trained to use a pallet jack and a pallet stacker
- When not on the road, co-worker will be in the warehouse, sorting, packaging, and stocking.
- Warmly greet teachers, volunteers, book donors, and others who visit the book bank.

Must have:

- Valid NJ drivers license and insurance.
- Must be able to lift up to 50 lbs throughout the day.
- Ability to work in warehouse conditions: concrete floor, temperature extremes, (dirt)
- Must have dependable personal vehicle to travel to work and sometimes to other locations. (Reimbursement for mileage)

Benefits:

- Pay: \$17.50 to 18 hr. to start, raise after a 90 day probationary period. Opportunities for overtime.
- 401k with 3% salary match.
- \$880 - \$1000 per year employer contribution for a plan under the Affordable Care Act.

To apply:

Send an email of interest to Larry Abrams. Larry@booksmiles.org

If you have a resume, please attach to email. Put "Warehouse Associate" in the subject line.