Warehouse Associate-Full Time

BookSmiles | 100 Melrose Ave., Cherry Hill, NJ 08003

Job Overview

BookSmiles, a South Jersey 501(c)(3) nonprofit, is seeking a full-time Warehouse Associate to support our rapidly growing book bank operations. BookSmiles is committed to providing children and families in under-resourced communities across New Jersey and Metro Philadelphia the opportunity to build their own home libraries starting at birth.

The Warehouse Associate supports daily warehouse operations including sorting and packing books, palletizing boxes, and loading and unloading vehicles. This role regularly interacts with volunteers, donors, educators, and community partners and plays a key role in ensuring efficient and accurate processing of books.

Your positive attitude and attention to detail will ensure smooth operations, exceptional service, and satisfied partners. This position offers an exciting opportunity to gain warehouse management experience with opportunity for growth, and be part of a fast-paced environment that values teamwork and dedication.

Primary Responsibilities

- Sort, separate, and pack books according to operating guidelines and efficiency standards
- Load and unload delivery vans and box trucks
- Build, wrap, and stage pallets for outgoing shipments
- Occasionally travel with a team member for deliveries, pickups, and estate library packing.
- Train and work alongside volunteers
- Assist donors in unloading their vehicles and provide friendly, professional customer service
- Maintain a clean, organized, and safe warehouse environment

Requirements

- Ability to work 37.5 hours per week
- Ability to lift and move boxes weighing up to 50 lbs throughout the day
- Ability to stand, bend, and perform physical tasks for extended periods
- Strong communication and customer service skills
- Ability to work independently and efficiently
- Dependable with consistent attendance
- Willingness to learn to operate pallet jack, pallet lift, and forklift (OSHA training provided)
- Comfortable working in a warehouse environment without air conditioning (fans provided)
- Experience in warehouse, logistics, delivery, or nonprofit operations a plus

Other Information:

Pay range: $18.25 to start

Benefits: Effective after 90 days: PTO, sick time, medical, dental & vision insurance, Simple IRA with match, and paid holidays

Location:
BookSmiles Book Bank
100 Melrose Ave
Cherry Hill, NJ 08003

To be considered for this position, please send an email of interest to Carter Fichter, Carter@booksmiles.org

Subject line: Warehouse Associate Position

If you have a resume, please attach it to your email.

BookSmiles proudly welcomes applicants from diverse backgrounds and life experiences. Veterans are strongly encouraged to apply. This position is well suited for active retirees seeking meaningful, hands-on work.

BookSmiles is a fair-chance employer and considers qualified applicants with criminal histories in accordance with applicable laws.

BookSmiles is an equal opportunity employer and does not discriminate on the basis of race, age, color, sex, national origin, disability, religion, or any other protected status.