

Below you will find a brief summary of the job opportunities needed to support our holiday peak season in the distribution center. Please review the key requirements of each job. The jobs below may require standing for 8 to 10 hours as well as lifting between 30 to 50 pounds.

Gift wrapper:

Prepare gift wrap items as neatly, efficiently and as accurately as possible.

- Maintain established production standards of department.
- Accuracy and attention to detail.
- Do prep work for the next day's volume.
- Clean work area.

Hemming Cutter:

Responsible for running an industrial cutter to measure and cut pants to the lengths ordered by customers. Required to perform general maintenance and upkeep of machine.

- Capable of reading a yard stick to a fraction of an inch.
- Ability to run an industrial cutting machine.
- Ability to achieve the production and accuracy standards of the job.
- Must have math skills and perform quick addition calculations in head.
- Ability to discern color and adjust techniques taking into consideration fabric weights.
- Ability to follow safety guidelines as set by the department, report any discrepancies and fill out safety manuals.

Material Handler:

This position has three main areas of responsibility. Load trucks with customer orders consisting of boxes and bags to utilize space to maximum efficiency; load induction trays with one order per tray to be scanned for shipping; delivers all packing supplies to packing stations.

- Ability to work with minimal supervision.
- Ability to pay close attention to detail.
- Self-motivated.
- Ability to handle multiple tasks.
- Ability to work as part of a team.

Monogrammer:

Personalize product following customer requests. Required to operate embroidery and Meistergram machines, as well as other personalization equipment or required to hoop all eligible products. Assess equipment malfunctions and notify leaders and maintenance staff. As needed, may serve in various support roles to maintain proper workflow balances throughout the department.

- Demonstrate follow-through and attention to detail.
- Ability to maintain the established production rates and accuracy standards.
- Strong organizational skills with the ability to prioritize work.
- Ability to adjust to a changing workload.
- Ability to work independently in a team environment.
- Ability to determine Lands' End quality.

Monogram Support: Trimmer, Bagger, Prepping

Responsible for pre and post prepping of product.

- Must be organized and self-motivated and able to adjust to a changing workload.
- Ability to maintain the established production and accuracy rates.
- Ability to accurately match numbers.
- Good teamwork skills.
- Ability to determine Lands' End quality.

Orderfiller:

Under moderate supervision, selects merchandise from stock as stated on the picking ticket or packing slip to fill external/internal customer orders. Orderfillers are accountable for all picking pieces assigned to them.

- Ability to work in a fast paced environment to meet deadlines and adhere to a posted daily/weekly work schedule.
- Attention to detail/ability to quickly and accurately match and verify numbers. Ability to meet established production rates.
- Ability to work independently and as a team.
- Ability to adapt to an ever-changing work environment.
- Good communication and interpersonal skills.
- Initiative, efficient use of work time.
- Ability to read and follow direction.

Packer:

Under moderate supervision, pack each order in an efficient, accurate and neat manner that meets high department standards for productivity, accuracy and customer satisfaction.

- Ability to work in a fast paced environment and adhere to a fixed work schedule.
- Ability to quickly and accurately match and verify numbers.
- Attention to detail and quality of work that ensures total customer satisfaction.
- Ability to follow guidelines and meet standards for accuracy and production.
- Ability to work independently and as a team.
- Ability to adapt to an ever changing work environment.

Stockhandler:

Offload and receive incoming merchandise from a variety of vendors and internal facilities. Check merchandise for proper identification and allocate to the appropriate locations. Accurately complete paperwork, report discrepancies and communicate effectively to office personnel. Requires forklift certification.

- Knowledge of stock and warehouse procedure.
- Ability to adjust to changing conditions and duties.
- Attention to detail.
- Ability to meet accuracy and production standards.

Replenishment Stocker:

Use of crane and lift truck to perform all carton maintenance for the reserve section with regards to pulling for the active bin area, stocking receipts from the receiving area and cycle inventory.

- Ability to become a licensed crane and forklift operator.

- Must meet production and accuracy standards.
- Ability to work independently with low supervision.
- Accurate, thorough and attentive to detail.

Returns Analyzer:

Under minimal supervision, process returned merchandise requiring inspection, preparation and disposition.

- Ability to work productively with minimal supervision.
- Attention to accuracy and detail.
- Decision making abilities.
- Ability to possess and maintain knowledge which is used repetitively throughout the job.
- Ability to maintain flexibility under changing circumstances and respond quickly to new training initiatives.

Returns Processor:

Receive, open and process return. Identify product and initiate correct service to customer in an accurate and efficient manner with minimal supervision.

- Ability to perform job at a fast rate while paying close attention to detail.
- Computer experience with the ability to use various in-house programs.
- Decision making skills.
- Inquisitive and self-motivated.
- Ability to work independently with minimal supervision.
- Good organizational skills.

