



TEXTBOOK WAREHOUSE

Summer Internship Positions Available

Textbook Warehouse is in Forsyth County, at 936 Curie Drive, Alpharetta, GA 30005. We have been serving both Public and Private Schools and Districts Nation Wide since 1998. We buy and sell both new and used Textbooks, Workbooks, Novels, Reference Materials and Test Prep Materials. We also have an online presence selling on multiple online websites like Amazon, Alibris and AbeBooks. Our hours of operation are Monday – Friday from 8 am to 4 pm and we take a 30-minute paid lunch. Check out our website at www.textbookwarehouse.com for more information. Students interested in our Summer Internship Program are welcome to email their resume to Stefanie@tbwarehouse.com or call Stefanie Ford at 800-796-9152 ext 214 to set up an interview.

We have multiple positions available in our Warehouse, including our Receiving, Recycle and Shipping Department. Job Duties include but are not limited to the following.

Primary duties and responsibilities

- Receives books into the computer system; physically opening boxes; counting and verifying quantities; and assigning locations to put books into inventory.
- Prepares orders by pulling materials; packing the products into boxes; placing orders in appropriate area.
- Assist our recycle department to determine what should be thrown away and what should be kept for inventory
- Process individual orders for our online sales department, computer knowledge a must and very detailed oriented.

Please be sure that you meet the following **minimum requirements** prior to applying:

- You can lift 15 to 40 pounds with no limitations.
- You are able to stand and walk for extended periods of time as the job is 90-95% on your feet.
- You are able to climb, bend, reach, stoop, kneel, and stretch for extended periods with or without a reasonable accommodation.
- You are able to repeatedly lift, carry, push, pull, and handle products with or without a reasonable accommodation.
- You are willing and able to work in a warehouse environment that can have fluctuating temperatures.
- We expect you to show up and be on time as we track attendance closely.
- Steel Toe Shoes are required.
- 16 years of age at minimum.