

Entry Level Warehouse Assistant (Part-Time)

Location: Phoenix, AZ

Hours: Monday–Friday, 12:00 PM–4:00 PM

Pay: \$18/hour; 20-30 hours a week

*Packages From Home is looking for a mission-driven Warehouse Assistant to help keep our operations running smoothly. **This role plays a critical part in ensuring that high-quality care packages reach our military and veteran recipients.** If you're physically active, detail-oriented, and ready to serve with purpose, this could be a great fit. This role is perfect for: veterans, students, retired professionals, or anyone who takes pride in hands-on work with real-world impact. If that sounds like you, we invite you to submit your resume.*

What You'll Do

- Greet and orient volunteers with a short video and overview of guidelines.
- Lead volunteers in simple sorting tasks.
- Receive, sort, and store donations using organized warehouse systems.
- Pick, pack, and stage supplies for events and shipping.
- Log inventory and donations accurately in our organization software.
- Perform quality control on outgoing shipments and inventory.
- Keep the warehouse clean, functional, and mission-ready.
- Drive company vehicles and lift items up to 40 lbs regularly.

Evening and Weekend Events, Out-of-State Travel, Seasonal Work

- Occasionally (at least once per month; up to once a week) assist during evenings or weekends with 2–3 weeks' notice.
- Must be available for out-of-state travel for 4 days in November for a major Veterans Day event (non-negotiable).
- 30 hours of work available during busy season Q4 (October, November, December).

What You Bring

- Comfort with data entry and inventory systems
- Organized, reliable, and capable of physical work
- Valid driver's license and eligibility to work in the U.S.
- Ability to pass a background check and drug test

Bonus Points If You Have:

- Forklift certification
- Veteran status
- Experience in warehouse, inventory, or logistics

Benefits

Packages From Home offers paid time off for all federal holidays observed by the organization. In 2025, this includes New Year's (January 1–2), Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples' Day, Thanksgiving Break (November 25–28), and a Christmas/New Year Break (December 24–January 2). Additional paid time off is not currently offered, but unpaid time off may be requested in advance and is subject to approval.