



The Little Shop of Magic is a leading hobby-market retailer of board games, collectible card games, roleplaying games, and other tabletop games. In business since 1994, the company features full-service brick-and-mortar and online stores and is dedicated to retailing and events execution within the tabletop gaming industry.

Position Available: MAIL ORDER GOBLIN

The Little Shop of Magic seeks a qualified individual to fill a Mail Order Goblin position in our store in Las Vegas, Nevada.

Job Description

Goblin responsibilities include, but are not limited to, the following:

- Monitor the company's multiple online selling venues daily, looking for new orders and updating aging ones.
- Download new orders, print necessary documents and prepare orders for shipment accurately and in a timely manner.
- Generate shipping labels using the best service/cost available from our freight carriers
- Schedule outbound shipment pickups.
- Clean and maintain order in all receiving areas.

Candidate Requirements

Ideal candidates should demonstrate the following qualities:

- Is reliable, punctual and maintains the ability to fill work shifts on short notice.
- Is enthusiastic about his work environment and products sold.
- Has a positive can-do attitude and works well with others.
- Displays a sense of loyalty and commitment to his organization and fellow team members at all times.
- Communicates effectively with fellow team members and ensures appropriate and prompt delegation of higher level tasks as needed.
- Has strong analytical and problem solving abilities.
- Attentive to details.
- Good computer skills including the ability to efficiently navigate the Internet.
- Ability to use independent judgment and discretion while performing duties with minimal or no supervision.
- Good knowledge of the products we sell and the ability to learn quickly about them.

Outstanding applicants should also be hard-working, self-motivated, easy to get along with, and enthusiastic about learning more about the game industry.

Compensation

The Mail Order Goblin position at the Little Shop of Magic is an hourly paid position which may be supplemented by an annual bonus based on company performance and the representative's part in achieving said performance.

Average weekly hours for this position are 4-12.

The Little Shop of Magic provides access to health and dental insurance, along with a employee discount plan and paid vacation hours for full-time associates.

To Apply

To apply for this position, fill out the application on our website under the ['Employment'](#) tab. In order to complete the application, you will need to have the following documents handy:

- A cover letter (Word or pdf format).
- A resume (Word or pdf format).

Please do not call or visit to follow up on your application: we will contact qualified applicants for interviews within 2 weeks of receipt.

Other Information

Our retail operation is located at 4160 S Durango Dr #120 - Las Vegas, NV – 89147.

Candidates not living within commuting distance of this location must be willing relocate if an offer of employment is extended.

All applicants must be able to legally work within the United States.

We will continue to accept and review applications until the position(s) are filled.

The Little Shop of Magic is an equal opportunity employer.