



Part or Full Time Office Assistant

Billerica, MA

ABOUT WALDEN

Walden is New England and New York's leading brand of sustainable, locally raised meat, distributed directly to thousands of households as well as wholesale channels. We are a growing 4-year old mission-driven startup 'making local work' by reinvigorating local agricultural economies, in support of healthier animals, soils, and communities. We are taking on many 'crazy' challenges - owning cattle, last mile delivery, our own fulfillment, balancing whole animal sales - all of which are complicated optimization problems that we are passionate about solving. If you like complicated problems and ambitious missions, we'd love to meet you.

Responsibilities:

- Managing and completing direct mail process
- Scanning and filing papers
- Prepping bags for fulfillment room
- Re-organization of products
- Various administrative tasks within the office or warehouse

Qualifications:

- Attention to detail and sense of urgency
- Strong communication skills
- Microsoft Office Proficiency (i.e. Excel, Word, PowerPoint, etc.)

Valued attributes and skills:

- Passion for our mission and sustainable agriculture/food
- Willingness to get hands dirty and jump in to do whatever needs to get done
- Creative problem solving ability

COMPENSATION

Commensurate with experience. If interested, please email a cover letter & resume.