



If you are looking to join a team of dedicated individuals, we have the position for you. We currently have full and part time opportunities in our Shipping Department for a Shipping Associate to process and pack orders. Located in historic Ybor City (Tampa, Florida) J.C. Newman Cigar Company is the country's oldest family owned and operational cigar manufacturer and distributor.

Shipping Associates are a key component to providing excellent customer service to fulfill orders. Responsibilities include fulfilling orders, including picking and packing orders and carrying out other related tasks as assigned by Shipping Supervisor. This position requires a person with prior experience working in a similar warehouse setting or retail establishment, has a steady work history and has experience using a handheld electronic picking and packing device.

Full time associates work Monday-Friday 7:30-4:00pm with the need for availability for overtime during the week and on Saturday during peak seasons. Part time associates work Monday-Friday 5:00pm to 9:00pm with need for availability for more hours during peak season which will include working on Saturday. Part timers receive premium pay for evening shift.

The essential skills and experience require an individual who has the ability to:

- read, write, and speak English
- accurately fulfill orders
- possess at least a HS degree or equivalent (GED)
- ability to operate computer and warehouse replenishment systems
- push, pull and lift cartons weighing up to 50 lbs.
- operate a hand truck
- adhere to safety rules
- communicate effectively and respectfully with co-workers
- work full time days with overtime and some Saturdays which will be required during the peak order season

The requirements for consideration:

- High School diploma or equivalent GED
- Must be able to read, write and speak English
- Prior experience working in a fulfillment position



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- Lift, push, pull up to 50 pounds

J.C. Newman Cigar offers a competitive benefits package for full time employees which includes major medical, vision and dental insurance, a 401k Savings Plan with Company match, Company paid life and short-term and long-term disability insurance, vacation and personal time. Part time team members will receive 401k benefits and PTO benefits.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at hr@jcnewman.com. Please feel free pick up an application at our factory located at 2701 N. 16th St, Tampa FL 33605.

J.C. Newman Cigar Company is and Equal Opportunity Employer and complies with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug free workplace and use pre-employment drug screening.

