



Position Open

Who:	Walk Thru the Bible 5550 Triangle Parkway Suite 250 Peachtree Corners, GA 30092 Helping People Everywhere Live God's Word
What:	Part-time position: <i>Fulfillment Coordinator</i>
Responsibilities:	Prepares daily shipments of products and books for customer orders and in-house needs. Data entry into inventory management system as well as shipping software. Light clerical duties.
Qualifications:	<ul style="list-style-type: none">• Ability to lift 50 lbs. on a regular basis• Ability to bend, stoop, lift, and use a stepladder as part of daily duties• Extreme attention to detail to ensure accurate shipments and data entry• Customer service/ministry mindset• Self-motivated and able to work independently• Resourceful and well-organized
Personal Qualifications:	<ul style="list-style-type: none">• A committed follower of Jesus Christ, demonstrated by an intimate knowledge of Scripture, an active prayer life, a humble spirit, and active involvement in a local church.• A high degree of personal integrity, handling both personal and professional affairs honorably and keeping commitments.• The ability to relate well with a variety of people.• The ability to work well in a team environment where the input of others is welcomed and encouraged.
What to do:	Visit www.walkthru.org or E-mail or fax resume to: jobs@walkthru.org or Fax: 770.216.4349