

**BCG Connect is currently seeking a Fulfillment Specialist to join our team.**

Part-time (25-30 hours per week, repeat seasonal, roughly February – mid June, September – mid December). We have had success with “Mother’s hours” in this role.

**A little about us**

BCG Connect help our clients save time and raise more money by getting the right message to the right donor at the right time. Through physical direct mail and digital channels, our clients trust our best-practice advice and incredible detail to produce high-quality fundraising that works.

**Why you want to work here**

The heart of direct mail production is the data and clean delivery of the final product. Working in our fulfillment area, you will work with our dynamic team to support our client mailing projects. You’ll be performing a variety of tasks including hand fulfillment of direct mail and operation of light equipment in our production area. You’ll learn the details of direct mail postal regulations and fulfillment.

Haven’t done anything *this* specialized? Don’t worry! You’ll learn the ins and outs of our processes with the support of our team.

**Requirements: Why you’ll be successful here**

- You are a hands-on, positive minded individual with excellent communication skills.
- You have an eye for detail, you like process, and you love getting the work right.
- You may have worked in a direct mail or print/bindery environment.

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- **What to do next**

Submit your resume to [hr@bcgconnect.com](mailto:hr@bcgconnect.com)

Job Type: Part-time

Salary: \$13.00/hour

Work Location: Onsite in our Billerica, MA office