

Logistician / Operations Associate

Growing photonics company looking for person to fulfill logistical and administrative needs. Primary responsibilities include:

- Receiving shipments and preparing outbound shipments to customers (printing packing lists, packing shipments, etc). In particular, the position requires excellent organization with respect to international shipping; filing forms, managing documentation, and communicating with suppliers, brokers, and customers.
- Entering orders into QuickBooks. This includes emailing customers order confirmation, and creating internal documentation to process the order. This requires a high attention to detail and positive interaction via email and phone with both domestic customers and international colleagues.
- Invoicing customers for products and services sold.
- Organizing tradeshow supplies in storage and insuring shipped tradeshow items are delivered in a timely fashion.

Other duties include, but are not limited to:

- Organizing office, lab and storage areas
- Ordering supplies for office and lab
- Answering phone
- Miscellaneous administrative duties

Being a small company, we all wear multiple hats, requiring our employees to be versatile. This position will require 35+ hours per week. Must also be able to lift 40lbs.

The successful candidate will have at least two years of relevant work experience, with a strong preference towards a candidate with a four-year college degree in business or other relevant discipline. Work experience in high tech industry, and familiarity with QuickBooks, is also preferred. Candidate must have high attention to details, along with excellent written and verbal communication skills.

Please send cover letter and resume to admin@altosphotonics.com