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tech-sonic.us

Due to tremendous growth, TECH-SONIC is looking for highly skilled individuals to join our team.

Job Title: Shipping/Receiving Office Assistant

Position : Full time - Monday through Friday, 8:30 – 5:00

Location: Columbus, Ohio, USA

Contact: Email hyun@techsonicultrasonic.com with resume

Position Summary: Under general direction from the manager, the shipping/receiving office assistant will prepare outbound small parcel shipments for domestic and international shipping.

Tech-Sonic is a rapidly growing designer and manufacturer of ultrasonic metal welding equipment for the electrical and refrigeration industries. We manufacture and assemble in the U.S., Philippines and China and serve customers around the globe. TECH-SONIC is a small, but fast growing company that requires a multi-disciplined hands-on person who recognizes jobs that need to be done and seizes the opportunity to do so. The potential for company growth is huge so we are looking for individuals that have the drive and passion to grow with us and become the foundation of our success.

Primary Responsibilities:

1. Prepare domestic and international customers orders for shipping including small parcel packaging and necessary documentation
2. Purchase parts to support assembly technicians and other branch offices.
3. Receive and log inbound parts and equipment.
4. Email correspondence with domestic and international customers.
5. Receive and process orders for shipping
6. Inventory control.
7. Assist the office manager as needed to ensure smooth day to day operation.
8. Answer inbound phone calls

Knowledge and skill requirement:

1. Strong computer skills, proficient with MS office product (Word, Excel)
2. Excellent written and oral communication skills required.
3. Must be extremely detail oriented, able to multi task. Many tasks involve differentiating and recording multiple serial numbers for proper documentation
4. Shipping and receiving experience in manufacturing environment (preferred)
5. Must be able to handle 50 lb package
6. Must be comfortable working with your hands to package/wrap items for international shipping
7. Positive attitude, willingness to learn, able to prioritize and work independently
8. Experience with inventory control a plus
9. High school diploma

Note: This is not a position where fork-lift experience is necessary. It does involve relatively small scale shipping, small packages requiring extreme attention to detail to ensure order correctness.

Starting pay is \$12/hour and up depending on qualification and experience level. Health and Dental insurance available.

Eligible applicants, please email hyun@techsonicultrasonic.com with resume.