



Please submit your resume, cover letter, references and a signed [OLEDWorks application agreement](#) to careers@oledworks.com for consideration of employment.

Position Title: Shipping, Receiving and Inventory Specialist (Part Time)
Department: Finance
Division: Administration
Reports To: Sr. Director, Finance & Administration
FLSA Status: Non-Exempt

Job Summary: The Part Time Shipping, Receiving and Inventory Specialist is responsible for activities related to order fulfillment, shipping/receiving, and inventory management. The Specialist will work closely with Finance and Accounting, as well as Production and other areas of the business to ensure timely, accurate, and carefully packaged deliveries to customers. Areas of focus are management of the order fulfillment and shipping/receiving process, maintenance and assessment of the Company's inventory, purchase of goods, services and supplies, collaboration with accounting on purchasing processes and procedures, and quality recordkeeping.

Essential Functions:

Order Fulfillment

- Receives and processes internal and external customer orders
- Corresponds with internal employees
- Submits orders to Finance and Accounting for billing purposes

Shipping & Receiving

- Receives daily packages and shipments and verifies the quality and count of all items. Reports discrepancies in a timely fashion to carriers and/or internal employees.
- Packages, verifies the quality and count of all items, and ships outgoing orders
- Packs and unpacks boxes and pallets. Uses pallet jack as needed.
- Maintains adequate shipping supplies
- Carefully and accurately maintains shipping records

Inventory Management

- Manages and maintains overall inventory system
- Tracks incoming and outgoing inventory. Maintains detailed records.
- Coordinates with Finance and Accounting to ensure accurate inventory is maintained
- Conducts regular physical inventory counts
- Coordinates with other Company locations and suppliers for inventory re-stocking
- Establishes and maintains backup source for high-demand items
- Maintains inventory reports for management review. Assesses order patterns to identify items in need of automatic, recurring delivery.
- Maintains a clean and orderly shipping and stock area
- Develops and maintains good working relationships with vendors

Other

- May collect internal paperwork/signatures to assist purchasing in generation of purchase orders.

- May correspond directly with vendors to gather or provide necessary documentation.
- Purchases supplies, materials, and parts for the Company as needed
- Maintains records, and scans/files documentation according to retention guidelines in a timely fashion
- Maintains knowledge of trends, prices, buyers, and delivery conditions to anticipate material availability in collaboration with purchasing
- May communicate with suppliers to resolve problems that may arise regarding delivery, quality, price, or conditions of sale
- May assist with development of policies and procedures related to purchasing and inventory control with a goal to maximize efficiency and optimize workflow
- Works on various special projects as assigned by the Sr. Director of Finance & Admin.
- Other duties as assigned. Responsibilities and duties may change at any time due to the needs of the organization with or without notice.

Education & Experience:

High School Diploma required and 1-3 years of related experience preferred.

Competencies & Skills:

- Proficient with Microsoft Office Suite to maintain records, input data, and create reports
- Ability to accurately sort, count, and verify items received
- Basic understanding of production, inventory, and shipping procedures
- Ability to carefully package and ship products to customers with an eye for detail
- Familiarity with standard commercial shipping company systems such as UPS, FedEx, DHL, etc. Experience with international shipping a plus.
- Working knowledge in ERP or accounting software preferred but not required. QuickBooks or Epicor experience a plus.
- General understanding of NYS sales and use tax reporting a plus
- Analytical thought and problem-solving skills
- Detail oriented and quality focused
- Communication proficiency, both written and verbal
- Independent drive for results
- Ability to multitask based on prioritization and time sensitivity
- Customer/client focus (both internal and external)
- Adaptability through periods of change and growth
- Ethical conduct, integrity, and trust

Other: Typical Hours of work are Monday through Friday (12pm-4:30pm) but may be flexible. Daily hours also may vary due to shipping needs and related deadlines.

Physical Demands & Work Environment:

This position operates within both a production, research, and professional office environment. An individual working in this role routinely is required to stand 25-50% of the time, walk, use hands, reach with hands and arms, bend, and use various machines and tools. Required to wear and use proper PPE if applicable. The position will also sit at a desk and use office equipment such as a computer, phone, photocopiers/scanners, and other peripherals. This position must frequently lift and/or move boxes or materials between 25-50 pounds and occasionally lift and/or move items that are heavier or by using a pallet jack. May be trained or need to use a forklift occasionally. Travel is not required.

OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.