

Job Posting: Shipping Associate – Woburn MA

Love Beauty Pro & Medical <https://lovebeautypro.com/>

Position Location: Woburn MA (company relocating to Billerica MA in 3/2024)

Overview:

This position would be an addition to our current team. You would be joining our already established & seasoned team of employees.

- Opportunity to get in on the ground floor of a fast-growing company in the high demand medical aesthetics industry! Fun and fast-paced environment with unlimited career & growth potential. Work alongside company founders and be able to make a difference in the growth of the organization.
- Our company provides business-to-business aesthetics marketing, sales, distribution and advanced clinical training. We are in the medical equipment and professional skin care industry selling wholesale treatment products and devices nationally to licensed practices & providers (including physicians, plastic surgeons & dermatology practices, cosmetic physicians, mid-levels, nurses, aestheticians, medical spas).

Do you want to work with a growing company and have an immediate impact? We want you to join us! We are looking for great additions to our team, please apply even if you do not fit all the listed criteria.

Our ideal candidate is an experienced Shipping Associate to assist in managing daily shipping operations. You will be a department contact ensuring that complete orders are shipped and delivered in a timely manner.

A successful candidate is analytical, well-organized and excels in communication. You must be comfortable with paperwork and information systems and have knowledge of shipping and receiving procedures. Must be motivated, detail oriented, proactive, and have great communication skills. The goal is to ensure that the shipping processes are running smoothly and effectively, while working as a team with all departments within the company.

About you:

- Empathetic
- Highly organized, detail oriented and self-motivated
- Passionate about precision, details and organization
- Energized by problem solving
- Thrives in a fast paced, task switching and collaborative environment
- Eager to learn
- Communicates well
- Has a positive and optimistic personality – no problem is too big
- Not content with the status quo and will consistently work toward improvement
- Ability to lift heavy packages

What you will do:

- Direct the flow of packages from preparation to shipment
- Responsible for all shipping & receiving of company products
- Picking, packing, quality control order checking and processing shipments
- Ensuring order accuracy
- Printing packing slips
- Tracking inventory, ordering and stocking of supplies
- Assist in the managing productivity of staff and overall department
- Effective problem-solving and strong customer service skills
- Assist in controlling budget of the shipping department
- Collaborate with shipping manager, purchasing, and other managers to optimize processes
- Resolve issues regarding shipped orders
- Ensure compliance with legal regulations and company policies
- Restocking shelves
- Processing Orders on our website, Quickbooks or Fishbowl operating system, and FedEx
- Receiving of inventory with Purchase Orders and invoice management
- Crate shipping and receiving for national trade shows and events

Required Qualifications/Skills/Education:

- Prior experience in shipping & receiving preferred
- Solid knowledge of logistics procedures
- Experience with FedEx Ship Manager to include tracking
- Excellent organizational and communication skills
- Attention to detail
- Problem-solving abilities
- Strong organizational, time management, project management and prioritization skills
- Basic computer skills and comfortable operating computers
- Experience with small packing operations
- Ability to adapt to a changing environment and multi-task on a daily basis
- Works well independently

- High sense of urgency. Ability to follow up and follow through seeing tasks or issues through to completion

Position Details / Company Details

- In office (no remote work)
- 40 hours a week. Compensation is salary. Full benefits
- Corporate office hours are Monday through Friday 9:00am-5:00pm
- Opportunity to advance and receive pay increases based on experience and performance
- Submit your cover letter and resume to: admingroup@lovebeautypro.com