Job Posting: Shipping Associate – Woburn MA

Position Location: Woburn MA

Interested candidates, please submit your cover letter and resume to: **admingroup@lovebeautypro.com**

Company Websites: https://lovebeautypro.com/ https://plasmaconcepts.com/

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 distribution and advanced clinical training. We are in the medical skin care industry selling wholesale professional skin care treatment products and devices to licensed professionals (including physicians, plastic surgeons & dermatologist practices, nurses, aestheticians, medical spas).

Are you interested in driving change, bringing new products to market and problem solving? 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

About us:

- Love Beauty Pro & Medical / Plasma Concepts is a rapidly growing Boston-based company who is disrupting the medical device and beauty industry. We provide distribution services for the medical skin care industry selling wholesale professional treatment supplies and equipment throughout the US.
- The Support/Shipping teams will play a key role in customer satisfaction and driving additional customer sales.
- An environment that drives everyone to improve and collaborate
- We have a collaborative and diverse team and pride ourselves on having an intellectually safe culture.

What you will do:

- Direct the flow of packages from preparation to shipment
- Responsible for all shipping & receiving of company products
- Experience FedEx Ship Manager to include tracking
- Picking, packing, and processing shipments
- Printing packing slips
- Tracking inventory/Ordering and stocking of supplies
- Assist in the managing productivity of staff and overall department
- Develop relationships with client representatives
- 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
- Cost management

Required Qualifications/Skills/Education:

- Proven experience in a lead shipping role
- Prior experience in shipping & receiving preferred
- Solid knowledge of logistics procedures
- Understanding of budgeting and reporting
- Excellent organizational and communication skills
- Attention to detail
- Problem-solving abilities
- Ability to coach and motivate staff
- Strong communication skills and comfortable communicating with high level clients
- Strong organizational, time management, project management and prioritization skills
- Strong attention to detail
- Experience with high end retail merchandise preferred but not required
- Experience with FedEx, UPS and USPS systems
- Experience with small packing operations
- Ability to adapt to a changing environment and multi-task on a daily basis

- Desire to grow with a growing company
- Works well independently

Position Details / Company Details

- In office (no remote work).
- 40 hours a week. Compensation is salary.
- Corporate office hours are Monday through Friday 9:00am-5:00pm
- Opportunity to advance and receive pay increases based on experience and performance.