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Position: Materials Coordinator

Location: Monterey

Please send resumes to: ccjobs@slingshotconnections.com

Phone Number: 831.663.4000

Major Responsibilities, including but not limited to:

- Custom packaging of materials per company practices and/or customer requirements
- Ensures that all fulfillment orders are shipped accurately and in a timely manner
- Proactive tracking of all parcel and freight shipment to assure on time delivery and eliminate any delivery issues
- Prepare shipping documents along with correct mailing labels to ensure that all orders are correctly fulfilled
- Perform the unpacking of consolidated shipment deliveries and distribute contents to the inventory area
- Schedule pick-up and delivery of freight
- Design and produce material on various operating systems
- Basic knowledge of Office Printer(s)
- Microsoft Word & Excel
- Uses SalesForce to assign and produce material and equipment in accordance to LLS's guidelines.

Qualifications:

- Minimum of 2 years of experience in shipping & receiving
- Understanding of shipping methods (UPS, FedEx)
- Experience using a Hand Pallet Jack
- Ability to handle multiple tasks and shift priorities as needed
- Demonstrated proficiency with Microsoft Office Suite, and database management
- High level of organizational skills with ability to set priorities. Must possess strong time management skills
- Possess a strong attention to detail.
- Strong communication skills

Essential Job Functions:

- Must be able to lift up to 45 pounds
- Requires frequent standing, kneeling, squatting, and bending

Working Environment:

Requires some exposure to office machine/printer noise, some exposure to print/ink odors, and constant exposure to paper materials.

Reports to:

Fulfillment & Production Manager

Pay: \$15

Schedule: M-F 8AM-4:30PM