



411 Plain Street
Marshfield, MA 02050

Operations Associate (Part-Time)

About the Position

Seeking a self-motivated part-time Operations Associate to join a rapidly growing device manufacturing company. The ideal candidate will have significant experience in customer support and knowledge of product sales and fulfillment operations.

Responsibilities:

- Order processing including preparing shipment documentation, sending invoices and statements and return processing
- Order fulfillment operations including order assembly, packaging orders for shipment and management of packaging materials and supplies
- Adherence to shipment schedule and timely release of orders
- Warehouse operations including receiving shipments, organizing inventory and assisting with inventory reporting
- Assisting Sales Manager with other duties as needed

Qualifications Summary:

- Associate's degree or relevant sales and/or customer service experience
- Proficiency in Microsoft Windows, MS Office Word, Excel, and Outlook
- Ability to communicate both verbally and in writing clearly and accurately
- Strong organization & communication skills
- Strong attention to detail

Details

- Compensation is commensurate with experience
- This position is 20-25 hours/week with a flexible schedule
- Located in our Marshfield, MA office

To apply, please email resume with contact information to careers@aircycler.com

About Lipidex Corporation

Lipidex Corporation, based in Marshfield, MA, has been in the computer and electronic design and manufacturing industry since 1989. Lipidex Corporation designs and manufactures AirCycler® ventilation products - industry-leading devices designed to effectively and efficiently meet building ventilation codes and improve indoor air quality.

The first AirCycler products were born out of the U.S. Department of Energy's Building America program as innovative ventilation solutions for increasingly airtight homes. Today, AirCycler is a critical part of the energy-efficient, cost effective ventilation design strategy used in homes across the country.