

OPTO International, Inc., 1325 N. Mittel Blvd., Wood Dale, IL 60191. Please submit your resume to hr@optosystem.com

Assistant Logistics Coordinator

About OPTO

OPTO is a fast-paced, constantly-growing retail store fixture manufacturing company selling to the retail industry. We believe in relentlessly communicating, both internally and to our customers, in an effort to constantly improve ourselves. We are obsessively focused on helping our clients be successful, which in turn makes us successful.

OPTO employs joined-up, responsive and adaptive people who work hard as a tight team. We have first-class marketing and a design-led customer sales interface focused on fully understanding and guiding each customer to be successful through the purchase of our product. The product itself is high-quality, customizable, durable, and built from inventory-based components. This gives us industry-leading speed and reliability in execution, which in turn gives our customers the confidence to make us business partners for years to come.

Job Summary

You will be responsible for coordinating shipping and freight of our product to our customers. As our ideal candidate, you will have a minimum of 1-year experience as an Assistant Logistics Coordinator who possesses a high level of organization, thrives in a fast paced environment and has the ability to pay close attention to detail.

Key Responsibilities

- Coordinate shipping with UPS, FedEx, Freight Forwarders, and Common Carriers
- Track and trace shipments
- Coordinate and approve Customs Documents
- Freight Claims
- Freight Invoices
- Handle any shipping/customer service phone calls or e-mails
- Provide freight/dimension estimates
- Special projects as needed

Required Skills

- 1-year minimum Assistant Logistics Coordinator experience
- Detail Oriented
- Great customer communication skills
- Ability to problem solve and adapt to any situation
- Able to work in a fast paced environment

Salary and Benefits:

Salary commensurate on Education and Experience

Bonus Program

Health Insurance/Vision/Dental/EAP

Employer Paid (free) STD/LTD/Life

PTO

Paid Holidays

401K

401K Match

Health & Wellness Reimbursement

Employee Referral Program

Tuition Reimbursement

Hours: 8:00 am to 5:00 pm, Monday through Friday

Reports to: Shipping Manager

OPTO International is an equal opportunity employer

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Type: Full Time

COVID-19 considerations: We strictly follow all CDC guidelines.