



Operations Generalist

Reports to Director of Operations

Job Duties May Include:

- Shipping preparation for all sale and non-sale shipments
- Unpacking, sanitizing, and refreshing devices upon return from the field
- Checking in all returned loaner equipment into inventory system
- Triaging devices returned for repair
- Fulfilling and assigning requested devices for trial, webinar, sales, etc.
- Performing Quality Assurance checks on all devices prior to shipping
- Monitoring Shipping Slack® channel and triaging requests from internal employees
- Schedule UPS® pickups for customer equipment return
- Assisting with unpacking, accounting for, and recording delivery of new hardware inventory
- Serialize new device hardware for manufacturing
- Adhering to shipment compliance
- Communicating with Manufacturing and Supply Chain Specialist to maintain inventory and shipping accessories
- Communicating with all internal teams and departments with a collaborative mindset
- Assist with Customization and recalling loaners as needed
- Performing various assigned tasks

Requirements:

Qualifications

- Strong time management skills
- Strong sense of urgency
- Ability to quickly adapt to shifting departmental and company needs
- Ability to multi-task
- Good communication skills
- Professional demeanor

Work Experience

- < 1-year related office experience

Hours & Location

- Flexible: 8 - 4 pm ET or 10 - 6 pm ET & Princeton, NJ in-office

Formal Education

- High school diploma or GED

COVID-19 Precautions

- To keep our Princeton, NJ staff safe, we have limited the number of in-office staff and are social distancing within the office. Gloves, masks, and sanitizers are all provided.