Our company is growing rapidly and is hiring for an order. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for order

- Ship items using Safety Zone software and/or Fedex/UPS shipping software
- Ability to interpret numerical data
- Meet productivity standards for shipment orders
- Use personal protective equipment such as gloves, goggles, aprons, safety belts and harnesses as required
- DC generated orders
- Maintain records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment
- Coordinate traffic, planning and warehouse personnel to ensure appropriate routing, scheduling and storing of goods
- Prepare documents, logs, and tracks customer purchase orders and outgoing correspondence for shipment
- Compile data from sources such as contracts, purchase orders, invoices, requisitions, and accounting reports and writes, types, or enters information into computer to maintain inventory, shipping, or other records
- Use and maintain inventory management system

Qualifications for order

- Korean bilingual preferred
- Must be passionate to learn new business and expand personal career to be an overall operation manager
- Incumbent occasionally required to carry and lift up to 25 lbs
- The minimum education required for this position is a High School Diploma or

- Requires a basic understanding of layout, type, and color