



BIOFIELD TUNING

Shipping & Warehouse Coordinator

REPORTS TO

Shipping & Inventory Manager

LOCATION

Biofield Tuning Shipping Warehouse | Colchester, Vermont

Biofield Tuning Operations Department | Burlington, Vermont

HOURS

Employee | 15-20 hrs/wk

HOURLY RATE

\$15 - \$18 (Rate based on experience.)

SUMMARY / OBJECTIVE

The Shipping and Warehouse Coordinator receives, labels, and stores incoming shipments, assesses stock for damages, keeps concise inventory records, accurately fills customer orders, and keeps the warehouse organized. A successful Shipping and Warehouse Coordinator is hard-working, organized, and detail-oriented.

RESPONSIBILITIES / DUTIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inventory Control

- Receiving, processing, labeling, and storing incoming stock.
- Maintaining clear records on all inventory and stock.
- Inspecting all stock for damages and keeping records of damages.
- Organizing the warehouse space.
- Operating stock management tools and systems.
- Counting stock and keeping accurate inventory records.

Order Processing

- Preparing orders for shipment.
- Recording exact arrival and departure times for shipments.

Reporting/Analysis

- Supports the development of inventory and customer reporting.

Customer Support

- Resolves order discrepancies with the Customer Service team.

SKILLS / QUALIFICATIONS

- High school diploma/GED required. Associate degree in business management or related field preferred.
- Experience with inventory software.
- Excellent time management and organizational skills.
- The ability to be a team player.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and data entry software.

WORK ENVIRONMENT

This position operates in a warehouse and office environment with routine use of office equipment including, but not limited to computers, phones, photocopiers, filing cabinets, and fax machines.

Responsibilities may include additional physical work locations, such as store office and sales areas.

This position includes physical demands to occasionally lift products and supplies (up to 50 pounds).

TRAVEL

Little to no travel is required for this position.

BENEFITS

Not applicable to part-time employees.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.