



BIOFIELD TUNING

Warehouse & Office Coordinator

REPORTS TO

Shipping & Inventory Manager

LOCATION

Colchester, VT

TYPE

Part Time up to 25 hours a week

FLSA STATUS

Non-Exempt

HOURLY RATE

\$20 - \$26

BENEFITS

Monthly Biofield Tuning Session
Product Discounts

SUMMARY / OBJECTIVE

In the role of Warehouse Coordinator, this position will be responsible for order fulfillment, shipping & receiving, keeping concise inventory records, accurately filling customer orders, and keeping the warehouse organized.

In the role of Office Coordinator, this position will maintain office space organization, order supplies, create & maintain an inventory of IT assets, assist with class & event setup and breakdown.

RESPONSIBILITIES / DUTIES

Inventory Control

- Ordering, receiving, processing, labeling, and storing incoming stock and packing materials.
- 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.
- Fulfill orders with each carrier and call for pick-ups. Drop off orders if not picked up.
- Verify Order Issues before coding packing slips (Held Orders, Canceled Orders, Add-ons/Refunds, Address Changes/Verifications)

Reporting/Analysis

- Supports the Shipping Manager with development of inventory and customer reporting.

Customer Support

- Resolves order discrepancies with the Community Support Team.

Office Coordinator

- Scans daily mail into the system and emails files to the appropriate people.
- Conduct a weekly review of the main office space to organize and tidy the areas.
- Very light cleaning. Ex: Wiping down the communal kitchen, ensuring food in the fridge has not passed, etc.
- Purchase office and cleaning supplies as needed.
- Maintain inventory of IT and training equipment.
- Assist with planning office gatherings, as well as setting up and clean up.
- Assist with the setup and breakdown of classes.

SKILLS / QUALIFICATIONS

- High school diploma/GED required.
- 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.

This position includes physical demands to occasionally lift products and supplies (up to 30 pounds). We can provide accommodations on lifting if requested.

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.