

Operations Administrator

(Location: Doral)

- Full Time
- Competitive Salary
- Benefits Package
- 20 days paid holiday

Protexin® Careers

This is a fantastic opportunity to join one of the fastest growing companies in the probiotic industry.

The Role

Includes ensuring all customer orders are processed and packaged in a timely and effective manner and all administration associated with customer orders and day to day office and warehouse administration is fully completed.

Principal Responsibilities:

- Responsible for order processing and accurately packaging of all customer orders.
- Raising of purchase orders and the processing of purchase invoices.
- Liaise with carriers to co-ordinate incoming and outgoing goods.
- Have the ability to prepare routine administrative paperwork and maintain department files of shipments in and out.
- Assist in organizing packaging and shipment of exhibitions and events material.
- Ensure that the site health and safety policy & work procedures are adhered to at all times.
- To carry out any additional work that the company may, from time to time, deem necessary, ensuring exceptional customer service is given at all times.

Skills required.

- Excellent attention to detail and accuracy, meticulous and strong organizational skills.
- Hands on experience with FEDEX /UPS shipping software.
- Experience with Amazon Vendor Central desirable.
- Must be able to use EXCEL and Quickbooks.
- Flexibility to work in different environments.
- Ability to carry and move objects around the warehouse.
- Spanish speaking is a plus.

To apply for this exciting opportunity, please send your CV plus a covering letter to:

Claire Rowswell, HR Manager – Claire.rowswell@protexin.com

science
and nature
in balance