



Customer Service/Warehouse Clerk – Vista, CA

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International.

We are currently recruiting for a Customer Service/Warehouse Clerk to help us in the logistics department. The selected candidate will be responsible for the processing and shipment of international orders. The candidate will perform various tasks and duties to include, but not be limited to the following:

Duties:

- Process all international sales orders
- Complete order processing, invoicing and shipment notifications
- Answer all customer inquiries, questions, concerns by email, phone, or in person
- Act as primary liaison with inside sales representative for international customers
- Work with Accounting or other departments to resolve billing, product, or shipping discrepancies
- Issue all return authorizations and return shipping labels or instructions as needed
- Provide order packing or shipping status to sales representative
- Research, schedule and coordinate trucks, air freight or containers for shipments
- Prepare all international paperwork required for shipments
- Run cargowiz for order, container and quoting purposes
- Provide quotes for shipment options
- Pick orders for pallet or container loads
- Assist in loading containers
- Maintain and file all records in accordance with policy
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Requirements:

- 2+ years of work experience working in warehouse department or customer service
- Possess good mathematical skills, ability to convert Units of Measure (UMO), fractions or other numerical calculations
- Excellent communication skills, both orally and in writing
- Proficient in word and excel. Working knowledge of Syspro a plus
- Strong organizational skills
- Ability to work independently, and work in a fast paced, multi-functional environment
- Attention to detail and accuracy
- Ability to anticipate work needs and follow through with minimum direction
- Team player
- Forklift Certifiable (a plus but not required)
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Benefits:

- We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, bonuses based on individual performance, dental insurance, medical insurance, pre-tax accounts for health care, paid time off, and paid company holidays.

** Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search.*

Please email your resume and cover letter to careers@solatube.com or fax to 760-599-1797