



## About the Shipping Clerk position

**Make an Impact!** Discover Echo is a revolutionary company that has redesigned microscopy for the life sciences landscape. Our unique hybrid microscopes are used around the world by educators, scientists, and researchers for cutting-edge applications.

Echo is looking for an experienced Shipping Clerk to join our team. You must have stellar attention to detail to work in this role. Applicants must be currently located in the general San Diego area to be considered for the position. The hours are approximately 7:30 am to 4:00 pm. We can shift the working hours later but not earlier.

## The Job

- Packing microscopes off the production line and organizing them for carrier pick up.
- Assisting in shipping microscope orders and accessories worldwide, mainly via UPS, Fedex, DHL but other carriers as needed.
- Receiving inbound material via FedEx, UPS, and various freight carriers. Inbound shipments vary from a few small boxes to several pallets.
- Verifying received material against packing slips and other forms of receiving documentation.
- Documenting shipping discrepancies and relaying the information to the appropriate departments.
- Assisting in preparing shipping and freight documentation.
- Collaborating with internal customers to prioritize and expedite orders.
- Working with other departments to provide material and information as needed.
- Perform other duties as assigned.

## The Candidate

- High school diploma or equivalent
- Familiar with warehouse operations a plus
- Proficient with Microsoft Excel, Word, Google Docs.
- Attention to detail.
- Must be able to lift and delicately box microscopes that weigh 50lbs numerous times a day.
- Must be authorized to work in the US without sponsorship.

**Send your resume to:** [jobs@discover-echo.com](mailto:jobs@discover-echo.com)