

NORTHSTAR CALIBRATION

Gaging and Calibration Services



1045 26th Place NW
Owatonna, MN 55060
507-444-9111
www.northstarcalibration.com

Job Posting

Position: Customer Service Assistant

Northstar Calibration, Inc. is a growing ISO 17025 accredited calibration laboratory. We are looking for the right individual that can grow with our organization.

We are currently hiring a full time position to take charge of our Shipping/Receiving activities in support of customer service.

Work hours are 8:00-4:30pm, Monday-Friday. Hours could vary based on customer requirements.

This is a clean office-type work environment, involves handling small packages, and is a customer service type position.

The position also involves cross-training with our Office Manager to provide vacation coverage, etc.

Key Responsibilities:

1. Perform shipping and receiving duties, including packaging measuring equipment, UPS shipping, typing work orders, creating invoices, on-line transactions, sending documentation, & computer data entry.
2. Inspect documents & items to verify correctness.
3. Coordinate subcontracted & purchased items with suppliers.
4. Make phone calls & send emails to customers to discuss orders or provide answers.

Knowledge, Skills, & Abilities:

1. Attention to detail and accuracy of work.
2. Good phone, computer, time management, & organizing skills. Must have average to good typing skills, a basic proficiency with Word, Excel, and emailing, and we desire hands-on experience with computer systems (data base entry, etc). QuickBooks experience would be preferred.
3. Good interactions and communication skills, including written and verbal abilities.
4. Technical knowledge in manufacturing, gaging, or calibration is beneficial, but not essential. A good mechanical aptitude is preferred.
5. Ability to lift 50 lb packages, and package gaging and equipment. Clean driving record to drive our van to make local deliveries.

Contact Information:

Send resume to: john@northstarcalibration.com

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