Shipping and Logistics Coordinator

H3D, Inc. is seeking an exceptional individual for the role of Shipping and Logistics Coordinator. This employee will collaborate closely with the sales team to manage both domestic and international shipping, ensuring compliance with all relevant regulations. Additionally, this position will oversee all shipping related to commercial operations and government contracts.

The Shipping and Logistics Coordinator will also be responsible for building and maintaining professional relationships with internal and external stakeholders, including suppliers, vendors, sales teams, and production teams. Beyond shipping responsibilities, this role will support the receiving process for service and purchasing, manage company phone lines, provide administrative support for business operations, and other duties depending on the skills of the employee.

Qualifications: The candidate should have 2 years of hands-on relevant experience with logistics and shipping. International shipping experience is preferred. The candidate should demonstrate excellent organizational, communication, and interpersonal skills, must have proficient knowledge of Microsoft Office applications, and be able to lift 30-50 lbs. frequently.

The candidate should work well independently and in a team, have good problem-solving and documentation skills, demonstrate high attention to detail, and thrive in a constantly evolving workplace. The ability to work independently with general direction and minimal guidance is valued, as is versatility and flexibility. The candidate should be able to research policies and requirements for international shipping independently as needed. The candidate should also have solid customer and supplier facing verbal and writing skills for continual coordination during shipping. Other skills to support other business-operation areas will make the candidate stand out.

About Us: H3D commercializes CZT-based 3D radiation-imaging technologies for nuclear power plant, defense, homeland security, and medical applications. We seek to provide our customers with the highest performance and most user-friendly instruments possible. A 2011 spinout from the University of Michigan, we have three times been awarded the SPARK FastTrack award for impressive growth and have performed sponsored research for the DoD, DoE, NIH, NIST, and others. We currently ship products to nuclear power plants, first responders, and research labs around the world.

Please email a short cover letter and resume to H3D, Inc. at HR@h3dgamma.com. H3D, Inc. offers an attractive benefit package that includes health, life and disability insurance, paid holidays and vacation, and a competitive 401(k) plan. H3D is an equal opportunity employer. All qualified women, minorities, disabled people, and veterans are encouraged to apply. Work will occur at our Ann Arbor, Michigan office. Visit our website at https://www.h3dgamma.com.