

Pacific Lasertec manufactures lasers and laser-based subassemblies for worldwide applications in metrology and analytical instrumentation. We provide an excellent range of healthcare plans including dental and vision, FSA, HSA and 401k. Most positions allow for a 4/10 work schedule (Monday through Thursday, 10 hours per day).

### **Customer Service / Order Administration**

- Interacts with domestic and international customers via phone and email
- Enters customer orders
- Coordinates communication of delivery schedules internally and externally
- Issues return authorization documents when needed
- Creates price quotations per list pricing documents

Requires a minimum of 5 years in Customer Service-related activities. This position requires 100% on-site activity; working remotely is not an option.

### **Warehouse / Shipping and Receiving Clerk**

- Prepares inbound and outbound shipping paperwork
- Assembles kits for internal production orders
- Packages finished goods for outbound shipments
- Maintains inventory of shipping supplies
- Coordinates inventory counts and maintains associated records

Requires a minimum of 5 years in Warehouse / Shipping and Receiving related roles. This position requires 100% on-site activity; working remotely is not an option.

Please provide resume with pay requirements to [Contact@pacificlasertec.com](mailto:Contact@pacificlasertec.com).

*ATTENTION, RECRUITERS: YOUR SERVICES ARE NOT REQUIRED AT THIS TIME!*