



Job Title: Operations Associate (Office + Warehouse)

Location: Grants Pass, OR

Job Type: Full-time, Monday-Friday, 8:00 AM – 5:00 PM

Build Something Bright With Us

We're a growing lighting solutions company helping businesses and homeowners create functional, visually striking spaces. We pride ourselves on high-quality products and exceptional customer service—and we're looking for someone who wants to be part of a team that makes that happen every day.

This role is perfect for someone who enjoys variety: part office coordination, part hands-on warehouse work. If you like staying organized, helping customers, and keeping things moving behind the scenes, you'll fit right in.

What You'll Do

Office & Sales Support

- Prepare quotes, invoices, and sales orders
- Respond to customer inquiries via phone and email
- Coordinate with suppliers on pricing, availability, and delivery timelines
- Maintain accurate customer and sales records
- Support the sales team and help keep daily operations running smoothly

Warehouse & Inventory Support

- Receive, inspect, and organize incoming products
- Pick, pack, and ship orders
- Assist with loading and unloading deliveries
- Track inventory and perform regular stock checks
- Maintain a clean, safe, and organized workspace

What We're Looking For

- Strong organization and attention to detail
- Clear communication and a customer-focused mindset
- Ability to multitask and adapt in a fast-paced environment
- Comfortable with both desk work and physical tasks
- Team-oriented with a reliable, positive attitude
- Ability to safely lift and move products

(Previous office, sales support, or warehouse experience is a plus, but we're willing to train the right person.)

Bonus Skills

- Experience in lighting, electrical, or home improvement
- Familiarity with CRM or inventory systems
- Forklift certification (or willingness to obtain one)

What We Offer:

- Competitive pay
- Health and dental benefits
- 401(k) with 4% company match
- Paid time off
- Consistent weekday schedule (no weekends)
- Growth opportunities as the company expands
- Supportive, team-oriented environment
- On-the-job training and product education

Work Location: In person (office / warehouse)**How to Apply:**

Send your resume along with a brief note about your interest in the role.