



Position: Operations Associate

Job Type: Full-Time, Entry Level

Location: Wood Dale, Illinois (On-site, Local Candidates Only)

Compensation: Commensurate with Experience

Job Summary:

Coordinate with overseas supplier and US retail partners to monitor and manage the supply chain from pre-ship to post-delivery within required timeframes and standards.

- Data entry
- Coordinate new product development with factory in compliance with required test standards
- Daily management of PO, production, inspection, and shipping schedules
- Administer shipping documents, invoices, and other related documentations
- Review forecasts and order projections
- Additional responsibilities as needed

Skills and Qualifications:

- High level of attention to accuracy and detail
- Analytical thought process with problem-solving mindset
- Clear and effective communications (both written and verbal)
- Work cooperatively and professionally with others at all levels within the organization, customers, and vendors
- Ability to multitask and prioritize workload
- Team player
- Works well in a fast-paced environment and adapts easily to change
- Proficient with all Microsoft Office products, especially Excel

Education and Requirements:

- Bachelor's degree or equivalent with relevant work experience or education
- Bilingual in English and Korean

Benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) Retirement Plan
- 401(k) Company Match
- Paid-Time-Off
- Paid Holidays

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