

## **Lab Support/ shipping & receiving manager at Axiom Optics , Somerville, MA (USA )**

Axiom Optics is a small company providing high end imaging solutions and optical instrumentation to research labs and innovative manufacturers in North America. Axiom Optics is a member of Greentown Labs (GTL), located close to Union Square in Somerville, MA (USA ) .As part of our operations, we are looking for a lab support/ shipping & receiving manager.

Responsibilities include:

- Send and receive packages (domestic and international)
- Lab space management and organization (i.e, order supplies, collate mail, file documents etc...)
- Lab equipment inventory management
- Receive and fulfill online store orders
- Maintain safety protocols as part of Greentown Labs
- Routine communication with sales team, customers, and suppliers

This position is not remote. Requires physical presence at GreenTown Labs (GTL) to perform duties most of the time. The health and safety of our workplace is a top priority and stringent COVID-19 protocols are in place at GTL. Position is PART-TIME to begin, with possibility to become full time, and includes a generous benefits package (flexible work schedule, paid time off, sick days, and health insurance.)

We are looking for a flexible, detail oriented person with excellent organizational, customer service, interpersonal, and verbal and written communication skills; keen attention to detail; ability to manage a high volume of work in a fast-paced environment; ability to prioritize tasks independently; proficiency with standard PC and MAC applications; proficient in office software; ability to lift up to 50 lbs.

Preferred but not required; experience working with a variety of carriers including USPS, UPS and FedEx; knowledge of general electronic or optics lab equipment and supplies, knowledge of written and spoken French; interest in optical science ( microscopy, imaging, lasers).

For more info about our company, go to [www.axiomoptics.com](http://www.axiomoptics.com).

For more information about Greentown Labs incubator, go to <https://greentownlabs.com>

Summary of this position :

**Title : Lab Support/ shipping & receiving manager**

**Location : 444 somerville ave , Somerville**

**Part time position (50%), mostly not remote**

**Salary : \$23 USD/h + benefits**

**Start date : ASAP ! ( Oct 5th, 2020)**