

RETURNS COORDINATOR IN CARLISLE, PA

SEEKING CANDIDATES WITH STRONG MICROSOFT OFFICE KNOWLEDGE AND INVENTORY MANAGEMENT SKILLS TO PROCESS PRODUCT RETURNS, MONITOR AND ENSURE PROPER INVENTORY LEVELS, AND ACTIVELY PARTICIPATE IN PROCESS FLOW DOCUMENTATION.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Apply scheduling, planning, and coordination activities to support return product operations.
- Process product return via the preferred internal system.
- Ensure that returns are processed in a timely manner.
- Monitor and ensure proper inventory levels per customer expectations.
- Report daily status activity on all returns.
- Document daily shift activities from a planning perspective.
- Validate inbound reconciliation for all returns.
- Actively participate in process flow documentation and standard operating procedures.

QUALIFICATIONS:

- High school diploma or GED required; college degree a plus.
- Word, Excel, and Outlook knowledge, with a strong emphasis on Excel's V Lookups and pivot table features.
- Able to work well both independently and as part of a team in a fast-paced, deadline-driven environment.
- Able to manage inventory in an RF Portal and manual system environment.
- Ability to adapt and work in an ever-changing environment.
- Organizational skills, with an ability to manage deadlines, prioritize workloads, and adjust accordingly to meet business needs.