

**Operations Associate**

LOCATION: Akron, Ohio

**JOB SUMMARY**

The Operations Associate is responsible for all aspects of Operations.

**KEY RESPONSIBILITIES**

- DGOF process
- Create packing slips, routers, and labels
- Receiving and shipping
- Inventory and transact sets (both implants and instrument sets)
- Organize inventory
- Build and label boxes
- Cleanroom tasks
- Communication with customers and field distributors
- Receive and ship loaner requests from the field
- Field audits

**Qualifications**

- High School education is required
- Microsoft applications experience is required

**Experience**

- Ability to work with a high level of independence, reliability, and efficiency
- Experience in medical device and manufacturing a plus
- Proficiency with vendor and purchasing modules of ERP systems (Oracle/NetSuite experience a plus)
- Proven ability to interact with all levels of team members (internal and external) and management
- Good interpersonal, written, and verbal communication skills
- Customer satisfaction focused
- Ability to execute multiple tasks within tight timelines
- Adaptable to change within a fast-paced, matrix environment
- Willingness and ability to travel within the U.S. (infrequent)

**APPLY**

Express interest and relevant qualifications via email to [careers@theken.us](mailto:careers@theken.us). Cover letter and resume welcome.