



Shipping Specialist Opportunity

Illumination Fireworks, LLC is seeking a full time Shipping Specialist for its Ultimate Confetti division in Carrollton, TX. Ultimate Confetti is a premiere brand of confetti, streamer, and launching equipment. Illumination Fireworks produces large-scale professional fireworks displays, indoor and outdoor pyrotechnics, lasers, cryo jets, fog, flames, and other special effects for top events across the United States.

Position Overview

This is a full-time operations / warehouse position
General hours are Monday - Friday from 9am-5pm but may vary based on needs
Overtime required during 4th of July season
Pay is competitive plus benefits (vacation and healthcare)

Shipping Specialist Responsibilities:

- With extreme accuracy and timeliness, pull, pack, and ship daily orders from various e-commerce platforms
- Communicates with and keeps up with policies of shipping carriers for daily pickup of shipments
- Monitor outgoing shipments and communicate delays in shipping to customers
- Track inventory of confetti, equipment, and shipping supplies in-house, and across e-commerce platforms
- Manage and reorder inventory while analyzing sales history and forecasting inventory needs
- Assemble items that are manufactured in-house
- Maintains an organized, clean and neat workspace
- Load, unload and rearrange inventory, and be able to lift up to 50 lbs consistently
- Assist with customer service phone calls and emails at a high level of professionalism
- Present the company in a positive and professional manner at all times
- Work within existing company standards and processes, while helping improve current systems
- Other duties and responsibilities as assigned

Characteristics and Traits of Shipping Specialist:

- Must possess strong time management skills, be punctual, and reliable while adjusting to constant changes in priorities
- Excellent computer skills and proficient in Microsoft Office (Word, Excel, PowerPoint) and ability to learn database and company systems software
- Highly organized, detail oriented with excellent communication skills, able to follow written and verbal instructions and able to preserve confidential and sensitive information
- Self-starter with ability to be efficient, and work quickly and accurately either independently or as part of a team environment under pressure, amid distractions and interruptions, while maintaining a positive attitude

- Ability to work under pressure amid distractions and interruptions while maintaining a positive attitude
- Maintain a professional appearance
- Exceptional reading, writing, speaking, analytical, and communication and presentation skills
- Possess good customer relations abilities, outgoing and friendly manner, courteous and cooperative attitude; team-oriented
- Managerial mentality with ability to delegate and multi-task, lead a team, be efficient, and work quickly but accurately
- Ability to preserve confidential and sensitive information
- Self-starter, confident, entrepreneurial mindset and ability to work independently or in a group
- Geographical and demographical knowledge of Dallas, Texas and surrounding areas with willingness to travel on occasion

Knowledge of special effects is beneficial but not required. All applicants must have a clean driving record, be able to pass a Federal background check, and drug test.

Please reply by email to hr@illuminationfireworks.com with resume or call Human Resources at 469-208-8542 for more information.