Administrative & Fulfillment Coordinator

Ainstein AI, Lenexa, KS

$45,000–$52,000

Onsite

Ainstein AI is the global leader in commercial radar technology for aerospace, sports, and specialty vehicles. We're at the forefront of innovation, driving the future of aerospace radar altimeter technology. Join us to make an impact and be part of a dynamic team transforming the industry.

Ainstein is seeking a friendly, organized, and detail-oriented **Administrative & Fulfillment Coordinator** to support our growing U.S. manufacturing operations. As the first point of contact for visitors, customers, and vendors, you will help create a professional and welcoming office environment while providing administrative support to our office, operations, and production teams. The role will also support shipping, receiving, order fulfillment, and related day-to-day operational activities, requiring strong attention to detail, organization, and consistent follow-through.

Key Responsibilities:

- Welcome visitors, customers, vendors, and delivery personnel and provide general office support.
- Answer and direct incoming calls and emails.
- Maintain reception, conference rooms, common areas, and office supplies.
- Receive, sort, and distribute incoming mail, packages, and materials.
- Pick, pack, verify, and ship customer orders accurately and on time.
- Prepare shipping labels, packing slips, commercial invoices, and other shipping documentation.
- Process shipments through FedEx, UPS, DHL, and other approved carriers.
- Support receiving, inventory movement, labeling, returns/RMAs, and basic inventory transactions.
- Support production and operations with labels, paperwork, shipping documents, and other administrative needs.
- Coordinate meetings, office maintenance, vendors, company events, and onboarding logistics.
- Maintain accurate records and confidentiality of employee, customer, and company information.
- Provide general administrative and operational support as assigned.

Qualifications

- High school diploma or equivalent.
- 2+ years of experience in administrative support, fulfillment, shipping/receiving, or a related role preferred.
- Strong organizational skills and attention to detail.
- Professional, friendly, and dependable with strong communication skills.
- Ability to manage multiple priorities and follow established processes.
- Proficiency in Microsoft Office.
- Experience with FedEx, UPS, DHL, or similar shipping platforms preferred.
- Experience with Fishbowl or another ERP/inventory system is a plus.
- Ability to perform routine shipping/receiving activities and occasionally lift up to 30–40 pounds.

Desired

- Experience working in a manufacturing or industrial environment.
- Experience supporting shipping, receiving, or production documentation.
- Experience using ERP or business management software.
- Associate degree or administrative certification.

Benefits

- 401(k)
- Medical Insurance (Health, Dental, Vision)
- Accrued PTO
- Casual Atmosphere

Ainstein AI is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law.