IGE Institute of Global Exchange
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elago

- ELYEL Corporation (Elago)
  - 웹사이트: www.elago.com
  - 회사 위치: Carlsbad, CA (샌디에고 인근. 한국 본사 또한 고양 일산에서 운영 중)
  - 직원 수: 38 명 (한국 본사 60 여명)
  - 설립년도: 2006 년
  - 연간 매출액: 4.5 Million

elago has been designing and creating products out of San Diego, California since 2002.
Through constant improvements and a focus on customer care, the company has grown and established bases in almost every continent.
As a design company, our focus is on creating things that are useful and beautiful. Our designers are instructed to create products that they themselves would love to use.
In doing so, we are confident that when a product reaches your hands, you will fall in love with it!
High quality products matched with our exceptional customer service is a combination that will give you the confidence to shop with us for years to come.

1. 인턴쉽 포지션: Logistics Assistant
2. 업무 내용:
   a) Takes and retrieves messages for various personnel
   b) Receives, sorts and forwards incoming mail
   c) Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
   d) Assists with other related clerical duties such as photocopying, faxing, filing and collating
   e) Responsible of creating all customer order pick-tickets and other customer related shipments
   f) Record Warehouse KPIs and short ships / errors
   g) Track incoming / outgoing drop-offs and pick-ups
   h) Aid with the receiving documentation process
   i) Responsible of maintaining the supply room closet inventory and ordering supplies
   j) Assistant to Warehouse Manager
3. 급여: $14.00/hour
4. 근무시간 40 hours/week
5. 자격요건: 관련 전공자/경력자 우대, 졸업반 혹은 졸업하신 분 선호, 토익 850 이상
6. 베네핏: 정직원 건강보험제공



