



Shipping Specialist

BirdBrain Technologies is looking for a Shipping Specialist to provide timely shipments to our customer base of schools and other educational organizations. We're looking for reliable, detail-oriented, and hard-working people who are process-driven, team-oriented, and excited about our mission of inspiring deep and joyful learning in all students.

What You'll Do

- Pack and ship orders
- Create shipping labels for orders
- Process replacements & returns
- Assist with inventory counts
- Test inventory & returns
- Ship product samples and promotional materials

Things We're Looking For

- One or more years of order fulfillment experience
- Can lift 50 pounds regularly
- A positive and customer-focused mindset
- Focus on being highly detail-oriented
- Ability to learn new software, systems, and processes
- A valid driver's license
- Proof of vaccination against COVID-19

What BirdBrain Offers

- Generous vacation and a company culture which encourages you to use it (4 weeks paid vacation and 9 company holidays)
- Medical, dental, vision, life, and short-term disability insurance
- 401k match (4%)
- Reliable & consistent work schedule. Typical hours: 8:30 to 5:00

Location

The shipping specialist will work from two locations: our office in the east end of Pittsburgh, and our contract warehouse in West Mifflin.



About Us

BirdBrain Technologies is a small robotics company that spun out of CMU's Robotics Institute. Our mission is to inspire deep and joyful learning in all students through creative robotics. We are passionate about expanding access to computer science, engineering, and computational thinking to students across the globe, and the world is noticing. BirdBrain was awarded the [Inner City 100 FedEx Champion of Global Entrepreneurship](#) in 2019 and our founder and CEO, Dr. Tom Lauwers, was the Small Business Administration's 2020 [small business person of the year for Western Pennsylvania](#).

Flourishing at BirdBrain requires flexibility and the ability to work cross-functionally with a small team. A successful candidate will be someone interested in both making use of their skills and developing new ones.

If you are looking to join a passionate team and are excited about working on products that are changing education and inspiring kids, send your resume to tom@birdbraintechnologies.com. We look forward to hearing from you!

BirdBrain Technologies is committed to the policy that all persons have equal access to its programs, facilities, and employment without regard to race, color, ancestry, national origin, age, gender, sexual orientation, gender identity, religion, creed, disability, medical condition, genetic information, marital, or veterans status.