

# CAREERS WITH DLX



## **Deployed Logix // Order Processing System Management**

The DLX Order Processing System Management team is tasked with overseeing the planning, development, and seamless integration of order processing systems, playing a crucial role in the operational excellence and strategic growth of the company.

### Primary Responsibilities:

- Order processing, create order documents between the customer PO and the SOS admin/maintenance.
- Create new items and update existing items.
- Handle user permissions and solve problems, pull reports and analyze data
- BOM entry and maintenance, work with Engineering to add or adjust Bill of Materials for SOS assembly items
- Inventory worksheets and adjustments, create physical inventory worksheets for warehouse, assist in counting and labeling and perform final quantity adjustments in SOS

### Secondary Responsibilities:

- Logistics and Shipping Coordination
- Create and manage documentation for international outbound shipments.
- Coordinate with brokers and create documents for international shipments.
- Handle both primary and backup responsibilities for inbound shipping and imports, non-customer related shipping, return shipping, and shipping quotes as needed for sales.

## Qualifications:

- Proven experience in inventory system management and administrative roles.
- Strong organizational skills with the ability to handle multiple tasks simultaneously.
- Excellent problem-solving skills and attention to detail.
- Effective communication skills for interacting with different departments and external partners.

Grow with us! Deployed Logix began in 2012 and is rapidly growing. With a loyal and developing customer base around the world, we pride ourselves on being a locally-owned business of quality, innovative products, crossing borders and oceans to carry on our mission of developing the best and fastest lifesaving products for first responders.

DLX is both a team-driven and a self-driven environment that thrives on the different skill sets that each member brings to the table. We are a family-oriented crew that invites partners and children of DLX team members to be part of our culture. We understand that work/life balance can be a difficult juggling act and we strive to provide a place where you can succeed in both.