Order Administration Associate

Are you experienced in all aspects of order processing and enjoy communicating with internal and external customers? Are you looking for the opportunity to work with an industry leader, owning the role you are in? Do you have an eye for detail and the interest in working for a global, public organization with a small company culture? If so, Data I/O could be the place for you!

Headquartered in Redmond, Washington, but a global company with subsidiary offices in Munich, Germany and Shanghai, China, Data I/O is the world's leading provider of device programming systems and solutions for semiconductor devices.

We are currently seeking a full-time Order Administration Associate to take over the function, receiving and processing orders, preparing necessary documentation, coordinating delivery with shipping and communicating order status to customers.

In this position, you will begin by spending time with various functions within the operations and manufacturing group to gain knowledge of our products and processes. You will then have the opportunity to learn from, and train for the role, under our current and outgoing Order Administrator for approximately 3-5 months.

Minimum Requirements:

- Strong MS Office skills
- Excellent oral and written communication skills
- Experience working in an ERP system, IFS a plus
- Familiarity with commercial invoice documentation, international export and customs documentation experience, a plus
- Demonstrated knowledge of all basic exporting processes including HTS/Sch B classifications, AES filing
- Ability to work independently with little supervision
- Strong interpersonal skills and attention to detail a must
- At least three (3) years of experience in order administration
- High School diploma and/or GED

Join our team!
We offer:

- A rewarding, challenging and flexible work environment
- PPO/HDHP Health Plan, Dental & Vision Plans with FSA/HSA options
- Life Insurance/LTD plans
- 401k plan with company match
- Employee Stock Purchase Program
- 4 weeks paid time off (PTO) each year
- Holiday pay and time off 12/25-1/1 each year, in addition to other standard holidays