

Operations and Logistics Specialist (Part-Time)

AnX Robotica, an advanced technology medical device company integrating innovative research and development with the mission of providing the medical community with patient-friendly devices for diagnostic and therapeutic applications, is seeking a dynamic Operations and Logistics Specialist for our Plano, TX office. This position is part-time, up to 20 hours per week.

Summary

The Operations and Logistics Specialist will play a vital role in enhancing overall efficiency by actively supporting daily operational and logistics activities. With expertise in importing equipment into the US, fulfilling customer orders, and managing inventory, the successful candidate will ensure meticulous compliance with all applicable rules, regulations, and laws.

Responsibilities:

- Support day-to-day operational activities to enhance overall efficiency.
- Work closely with Sales, Engineering and Customer Service to manage inventory and warehouse.
- Support Sales with timely shipments and tracking information for customers.
- Prepare shipments to customers and ensure packages are well protected.
- Work closely with logistics companies to plan and schedule various shipping options to maintain an effective balance between timely delivery and shipment costs.
- Receive and inspect incoming shipments.
- Act as an import coordinator and work closely with suppliers and brokers outside of US, primarily in China, to handle equipment imports. This includes providing customs documentation and ensuring that shipments meet all applicable laws to facilitate the import of freight.
- Follow the company's standard operation procedures (SOPs) to document supply chain activities, ensuring traceability and accurate database logging of products received from suppliers and delivered to customers.
- Other duties as assigned.



Requirements:

- Bachelor's degree in Operations Management, Supply Chain Management or a related field.
- 2+ years operational experience with import/export.
- Previous working experience importing medical equipment and related Customs and FDA regulations is highly desirable.
- Strong desire to learn and grow professionally.
- High attention to detail and thoroughness.
- Ability to work in a team minded approach to achieve individual and company success.
- Fluent in computer skills, proficiency in Microsoft Office Suite, and experience with QuickBooks Online, or similar software preferred.
- Fluent in English. Ability to speak and read Chinese are highly desirable.
- Ability to occasionally work flexible hours to accommodate time zone differences.

Founded in 2019 as an advanced technology medical device company integrating innovative research and development with the mission of providing the medical community with patient-friendly devices for diagnostic and therapeutic applications. Headquartered in Plano, Texas, AnX Robotica is transforming video capsule endoscopy with the introduction of the NaviCam Platform, including the NaviCam® Xpress System, a Magnetically Controlled Capsule Endoscopy (MCCE) System for sedation free visualization of the stomach. The NaviCam platform also includes NaviCam Small Bowel System and the NaviCam Stomach/Tether* for visualization of the esophagus.