



Shipping Coordinator

Pay range: \$19.23-28.85/hr DOE

****This position is located in Syracuse, NY.**

At Bluefors, we are proud to design and manufacture world-class cryogenic solutions that enable breakthrough discoveries. From our Syracuse, NY facility, home to Cryomech product lines, we develop and build cryogenic systems that power advances in quantum technology, scientific research, and other cutting-edge industries.

Founded in Finland in 2008, Bluefors quickly became the global leader in ultra-low temperature systems. With the addition of Cryomech, Syracuse-based pioneer since 1963, our combined expertise allows us to deliver reliable, high-performance products that scientists, innovators, and industries depend on every day.

Our team of 600+ professionals from over 50 nationalities is united by curiosity, craftsmanship, and a share mission: to help our customers go further. Whether building precision cryocoolers, engineering complete measurement systems, or supporting our products in the field, we focus on quality, collaboration and progress.

Working at Bluefors means contributing to technology that has real impact worldwide. In Syracuse, our employees are the heart of producing the cryogenic systems that enable tomorrow's discoveries - while building rewarding careers in engineering, manufacturing, quality, finance, sales, service and beyond.

Position Summary

Responsible for arranging all shipments of orders (sales or service) out of Bluefors Cryocooler Technologies, Inc. This includes interfacing with the test room, shipping staff, customer service staff and customers and freight forwarders.

Essential Duties and Responsibilities

- Monitors testing status of both sales and service to prepare for upcoming shipments
- Establishes shipping priorities and schedules pick up and transit times
- Confirms customer payment status with accounting department
- Contacts freight forwarders to acquire appropriate and cost effective quotations
- Quality Checks all sales folders for accuracy prior to being processed by accounting
- Notifies customers of shipment and provides appropriate tracking information
- Updates and maintains shipping log in Master Database accordingly
- Maintains and distributes shipping updates to appropriate internal staff
- Provides customer order status as needed
- Assists Sales function in acquiring freight quotations for new quotes
- Confirms all customer shipments and tracking in and out of Bluefors
- Provides back up for credit review and processing
- Other duties as assigned

Qualifications and Education Requirements

- High school diploma or general education degree (GED); two to three years related experience and/or training; or equivalent combination of education and experience.
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Employee Benefits

- Bluefors offers a generous benefits package including health, dental, vision, 401K, long and short-term disability, life, training, tuition reimbursement, and Paid Time Off (PTO).

This role does not offer sponsorship for work authorization.

Bluefors Cryocooler Technologies, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration regardless of disability status, veteran status, or any other New York State or federally protected characteristic.