



Job Description: Fulfillment Coordinator

Guided by the belief that dogs make a difference by being the best partner a human can have in the field, on the job, or in a competition event, UKC is a community for people and dogs to pursue excellence together. Founded in 1898, UKC has been dedicated to enhancing the lives of Dogs That Do More, and their owners, by providing essential resources to help owners and breeders make informed decisions. The dog-human bond is celebrated through family-friendly programs highlighting the instincts and heritage of purebred and mixed-breed dogs alike at over 18,000 licensed events annually.

We are recruiting an energetic and self-motivated Fulfillment Coordinator to grow with us at UKC. In this fast-paced role, you would be responsible for handling various activities related to the completion of our operations from managing and operating a high-volume printing press daily to fulfilling customer orders submitted via our online store. This is an in-office position in Kalamazoo, Michigan.

We are looking for a driven and detail-oriented team member who:

- Possesses a strong attention to detail and commitment to quality of work produced
- Has the ability to fulfill internal and external orders timely and accurately
- Has the ability to multi-task and manage time wisely in a fast-paced office environment
- Has proficiency with MS Outlook, Word, and Excel
- Enjoys working independently and has a track record of exercising good judgement

Your core responsibilities would be to:

- Administer bulk printing, mailing, and product requests daily while ensuring smooth and timely delivery of all items
- Operate a variety of printing production equipment including a high-volume printing press
- Oversee print jobs to yield a consistent quality and perform quality checks throughout the production run
- Oversee & prepare daily store orders for mailing to customers
- Be point-of-contact for customers via email and phone regarding various product orders
- Collect information from customers and maintain excellent customer records

Our compensation and benefit offering to you:

- Company-supported medical and life insurance programs; dental, vision, and Aflac available
- Paid time off plus paid holidays at start
- 401(k) with company matched contributions
- Continuous training and development programs with opportunities for growth and advancement
- Salary for this position is commensurate with experience

If you enjoy working in a fast-paced environment, we know you would love working on our team.

Dogs that do more.™

Please submit your resume to careers@ukcdogs.com.