

Shipping Admin

LLI Architectural Lighting, LLC • Buffalo Grove, IL

About Us

At LLI Architectural Lighting, we help architects, designers and contractors bring ambitious spaces to life. Our custom architectural LED solutions are specified in some of the country's most innovative commercial projects, and we're growing. We're large enough to work on nationally recognized projects but small enough that every person here has real impact.

We're looking for a detail-oriented Shipping Admin to help keep our shipping operations running smoothly. You'll work closely with our Shipping Team to track deliveries, process transactions and keep our records accurate and up to date. If you're organized, reliable and enjoy solving the occasional logistics puzzle, we'd like to meet you.

What You'll Do

You'll be the backbone of our shipping process, keeping orders, records and claims moving. Day-to-day, that means:

- Track down and collect Proof of Delivery (POD) documentation for all outbound orders
- Process shipments and receipts in QuickBooks for the Shipping Team
- Monitor and respond to the shipping email inbox
- Assist with inventory counts
- Help maintain and update shipping reports
- Process shipment claims for damaged or lost freight
- Process call tags for returns and pickups when needed

What Makes You Successful

You're organized, dependable and comfortable juggling a few things at once. You likely have:

- 1+ years of experience in shipping, logistics or administrative support
- Familiarity with QuickBooks or similar accounting/ERP software
- Comfort working with shipping carriers and tracking systems (UPS, FedEx, LTL freight, etc.)
- Strong attention to detail and reliable follow-through
- Good organizational skills and the ability to manage multiple tasks and deadlines
- Clear, professional written and verbal communication skills
- Basic computer literacy (Microsoft Excel, Outlook, etc.)

Preferred

- Experience processing freight or shipment claims
- Experience working in a warehouse or manufacturing environment

Why LLI Architectural Lighting?

We're a fun-loving, collaborative group that takes the work seriously but doesn't take itself too seriously. Here's what you can expect:

- Behind-the-scenes work that keeps real, custom projects moving
- Direct access to leadership, no bureaucracy
- Real opportunities to grow as we expand; we give people responsibility early and promote from within
- A team that values accuracy, reliability and doing great work together

Benefits

- Medical insurance
- Dental insurance
- 401(k)
- Paid Time Off

Ready to join us?

If you want to be part of a team that notices and appreciates careful, reliable work, we'd love to hear from you.

Send your resume to people@lialighting.com.