



PROTOSTHETICS

3D PRINTED PROSTHETICS & ORTHOTICS

JOB TITLE: Office Coordinator
LOCATION: Fargo, North Dakota
DATE: 12/6/19

ABOUT THE COMPANY

Protosthetics is a company based in Fargo, North Dakota that designs, manufactures, and distributes prosthetic and orthotic devices. It was founded in 2015.

Protosthetics is the first central fabrication facility in the United States to be based solely on 3D printing and CAD/CAM manufacturing. This means lower costs, shorter lead times, and repeatable, predictable quality each and every time. We are based on digital but bring traditional craftsmanship to the table when necessary. Protosthetics is a FDA Registered Medical Device Facility.

ABOUT THE TEAM

We come to work every day because we strive to solve the biggest challenges in the orthotics and prosthetics industry. We work to arm clinics and practitioners with the best tools and products in order to deliver the highest level of patient care. Our team is energetic and always ready to take on the production needs of our customers.

ABOUT THE POSITION

We are seeking an office coordinator that can manage the flow of various products that we manufacture from end-to-end. This position would entail receiving orders, ordering supplies, customer service/sales, packaging and shipping, properly scheduling priorities with shop foreman, invoicing, basic bookkeeping, among other tasks. The job requires attention-to-detail, time-management, flexibility to wear many hats. An ideal candidate would possess excellent computer navigation of G Suite software: Gmail, Sheets, Calendar, Docs. The position would report to the owner of the company.

- Part Time or Full Time Available (Hourly)
- Core Hours are M-F from 8AM to 5PM
- Benefits (Full-Time Eligible) - PTO, Simple IRA Match, Health Insurance

REQUIREMENTS

Education: High School (Required)



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License: Driver's License (Required)

Work Authorization: United States (Required)

Must be Able to Lift Overhead/Carry up to 50 lbs

Other Requirements Include:

- Aptitude for Math and Science
- Interpersonal Communication
- Computer Navigation
- Problem Solving Skills
- Resilience
- Ability to Wear Many Hats; Fluid Job Title
- Maintain a Safe and Clean Work Environment

PREFERRED, BUT NOT REQUIRED

Although not required, the ideal candidate would also have:

- Associates degree in office administration, business, or finance
- A good knowledge of anatomy & biomechanics

TO APPLY

Submit a cover letter with your resume to contact@protosthetics.com