



Job Title: Materials Handler
Job Type: Full Time, Non-exempt
Job Hours: Minimum of 40 hours per week
Reports to: Senior Manager, Materials Management

Summary:

Responsible for daily shipping & receiving of goods and materials handling.

Essential Functions:

- Responsible for performing manual and administrative duties related to the shipping, receiving, storing, and the distribution of materials, parts, and equipment.
- Additional responsibilities will include receiving incoming materials and/or preparing materials for shipment using knowledge of shipping practices, procedures.

Minimum Qualifications:

- Qualified candidates must have a minimum of a High School Diploma.
- At least 5-10 years experience in a warehouse function.
- Biotech or biomanufacturing industry experience desired.
- Knowledge of Good Manufacturing Practices (GMP) a must.
- Must possess good communication skills and organized with strong attention to detail.
- Previous forklift experience a plus, but not required.

Skills and abilities:

- Must have Computer Skills (MS Word/Spreadsheets/Shipping software)
- Great Plains experience a plus.
- Must be hands-on, a self-starter and a team player.
- Must be customer service oriented and possess a positive attitude.
- Must be willing to assume tasks, not necessarily related to the assigned department in order to achieve the overall objectives of the Company.
- Other duties as assigned by management.

Other Requirements:

The person in this position must be able lift a minimum of 25 pounds.