

Supply Chain Technician

Full Time

Mt. Laurel, NJ

FLSA Status

Non exempt

Summary

This position requires an individual who can work within a cGMP environment in collaboration with other Supply Chain Technicians and the Production/Procurement Coordinator under the direct supervision of the Manufacturing Manager.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintain accurate inventory balances by executing proper storage, FEFO, movement, consumption, and counting processes
- Complete accurate inventory count sheets and inventory adjustments
- Key appropriate inventory adjustments to add, modify, or delete inventory in ERP system to ensure ongoing accuracy
- Perform daily, weekly and monthly inventory counts as directed by the Manufacturing Manager, and as scheduled and investigate and/or correct any issues they arise
- Perform item set up procedures in a timely manner
- Reconcile physical and system records for operations and procurement team
- Perform location and product verification tasks as required
- Monitor and react to issues with products on hold in the QC hold area
- Analyze pick and put away error data to determine root causes with the Manufacturing Manager
- Assist management with product staging and warehouse layout
- Purchase all excipients, components, office supplies, etc. by creating and maintaining purchase orders
- Reconcile invoices in the ERP System
- Encourage teams to drive safety awareness such as ensure formal risk assessments are conducted, hazards are closed, incidents investigated and communicate.
- Maintain safe work environment by establishing, following, and enforcing standards and procedures
- Report any hazardous conditions to the assigned supervisor or safety team
- Help to implement and enforce new processes put in place by management
- Receive packages from couriers and sign shipping documents upon receipt
- Unload and unpack shipments and enter products into inventory using our inventory management system
- Inspect shipments to ensure they arrive undamaged and match what was ordered
- Deliver incoming shipments to appropriate department
- Maintain and clean warehouse and loading docks
- Demonstrates, at all times, safe work habits and maintains a safe work environment

Required Education and Experience

- High school diploma or general education degree (GED)
- Experience with inventory management software preferred

- Experience working in a warehouse setting preferred
- Must develop knowledge of 21 CFR Part 210 and 211 for cGMP operations
- Must be capable of wearing all protective gear
- Must be able to work independently as well as part of a team
- Must possess strong verbal, written and oral communication skills
- Must exhibit punctuality and low absenteeism
- Occasionally lift up to 50 lbs., routinely lifts up to 25 lbs.

Competencies

- Detail Oriented
- Communication
- Organizational Skills
- Technical Capacity
- Problem Solving/Analysis

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a controlled laboratory environment and in a warehouse setting. This position requires the use of standard office equipment, and frequent standing and walking.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasionally lift up to 50 lbs., routinely lifts up to 25 lbs.
- This position is moderately active and requires standing and walking for a majority of the shift

Position Type and Expected Hours of Work

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

Travel

No travel is expected for this position.

Health & Safety

Stokes Healthcare, Inc. and its subsidiaries will be required to be fully vaccinated as a term and condition of employment to safeguard the health of our employees from the hazard of COVID-19. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

AAP/EEO Statement

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.