

## **MATERIAL HANDLER**

***ESSENTIAL DUTIES and RESPONSIBILITIES*** include the following. Other duties may be assigned.

- Responsible for receiving all inbound packages and delivery to correct personnel
- Reconcile product received to packing list and receive material into system of record
- Responsible for receiving GMP materials which must be quarantined
- Manage flow of Controlled Raw Materials received and move into Quarantine Room
- Move Released Controlled Raw Materials from Quarantine Room to Released Raw Materials room
- Release Controlled Raw Material to requestors
- Monthly cycle counts
- Quarterly inventory review
- Assist in final year-end inventory
- Responsible for outbound non-drug product shipments
- Responsible for shipment of drug product to clinical or commercial use sites
- Alert Materials Manager when inventory items need replenishment
- Other tasks as needed or determined by Materials Manager

### ***EDUCATION and/or EXPERIENCE***

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Must have excellent Microsoft Word and Excel skills.
- Strong communication skills: verbal and written.
- Experience in Supply Chain with MRP software – specific experience with MISys Manufacturing software is a plus.
- GMP experience is a plus.

Contract to hire position.

VGXI is an Equal Opportunity Employer.