



MATERIAL HANDLER

Ships, receives, and tracks all packages and materials for the company. Performs duties as assigned.

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

- Responsible for receiving all inbound packages and delivery to correct personnel - daily
- 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 Materials Cage
- 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.

Equal Opportunity Employer