

## Job Opportunity

**Position:** Supply Chain/Warehouse Manager

**Posting Date:** January 2021

PBS Biotech, Inc. is a fast-growing privately held company based in Camarillo, CA that manufactures single-use bioreactor products for the rapidly growing cell therapy industry. In addition, PBS provides world-class process development services to help our customers solve complex cell culture challenges. This is a great opportunity to join a dynamic and high-growth company in the biopharmaceutical equipment industry.

### Overview:

- ❖ We are seeking a highly motivated Supply Chain/Warehouse manager to play an integral role in the daily management of the warehouse, raw material/component procurement, and supply chain logistics.
- ❖ The ideal candidate should be able to work and thrive in a fast-paced, collaborative environment and execute a wide variety of supply chain/warehousing responsibilities.
- ❖ This role partners heavily with staff in the Manufacturing, Sales, Engineering, and Quality functions.
- ❖ This position is for a full-time employee and reports directly to the Senior Director of Supply Chain.

### Job Duties and Responsibilities:

- ❖ Plan, manage, and coordinate all activities related to the sourcing and procurement of necessary raw materials and components needed to meet product demand.
- ❖ Daily management of the warehouse, stockroom, and inventory (raw material, component, and finished goods).
- ❖ Partner with Sales to coordinate shipments to and from PBS customer base.
- ❖ Oversee all shipping and receiving activities to and from the PBS warehouse.
- ❖ Direct and oversee generation of work orders and all kitting operations supporting the manufacturing function.
- ❖ Responsible for data entry and maintenance of supply chain information in PBS Biotech's ERP system.
- ❖ Establish and maintain positive working relationships with key suppliers.
- ❖ Responsible for generation and management of purchase orders.
- ❖ Responsible for executing periodic inventory audits/cycle counts in coordination with finance team.
- ❖ Maintain records and file paperwork in accordance with established procedures.
- ❖ Supervise shipping/receiving/warehouse staff.



**Education and Experience Requirements:**

- ❖ Bachelor's degree in Supply Chain/Logistics or equivalent experience.
- ❖ Minimum 5-10 years of supply chain, warehouse management, logistics, or directly related experience, preferably in a medical device or life sciences setting.
- ❖ Technical expertise working with ERP systems, experience with GSS a plus.
- ❖ Strong sense of time organization and urgency.
- ❖ Ability to work independently or within a team dynamic.
- ❖ Ability to use forklift.
- ❖ Lift up to 50 lbs.
- ❖ Strong written and verbal communication skills.
- ❖ Medical device, biotech, pharmaceutical experience preferred.

**Compensation:**

A qualified candidate will be offered a competitive compensation/benefits package including stock options and a bonus plan based on performance and company growth.

PBS provides equal employment opportunity to all applicants and employees.