

Job Opportunity

Position: Warehouse Inventory Clerk

Posting Date: May 2022

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 that is rapidly expanding.

Overview:

- ❖ We are seeking a highly motivated Warehouse Inventory Clerk to play an integral role in the daily management of PBS warehouse inventory. Performs all daily, weekly, and monthly activities necessary to maintain effective inventory control to a pre-established standard of 97% or better. Various reports and records indicating inventory integrity will be generated for review and analysis on a pre-scheduled or as needed basis. The Warehouse Inventory Clerk is a working position that has a particular emphasis in daily cycle counting and daily transaction audits. Position is expected to maintain the highest degree of accuracy, productivity, safety, and quality within the Supply Chain Department and, GSS ERP System.
- ❖ 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. The inventory clerk will often work with outside departments in the management of company owned inventory. The inventory clerk will facilitate good communication and understanding of responsibilities, process, and workflow associated to inventory integrity. Daily interaction with Manufacturing, Quality, and Purchasing is required to meet the needs of both internal and external customers.
- ❖ You must be familiar with GSS or other ERP software systems and/or be able to learn the GSS ERP System quickly, have experience with RF scanners, and have experience cycle counting inventory in a repetitive manufacturing environment.
- ❖ This position is for a full-time employee and reports directly to the Senior Manager of Supply Chain

Job Duties and Responsibilities:

- Daily inventory management of the warehouse and stockroom (raw material, component, and finished goods). Position assures the verification of inventory against actual physical inventory and GSS system inventory.
- Coordinate activities with the Warehouse Supervisor and supports the processing of the daily cycle count. Aids and supports the execution of inventory control, shipping and receiving activities to and from the PBS warehouse to ensure key metrics are met.
- Ensures all inventory gains and losses are adequately researched to determine root cause issues. Recommending process and procedure improvements as needed.
- Responsible for data entry, transactional audits and maintenance of supply chain information in the GSS ERP system, as well as GS Mobile.



- Maintain positive working relationships with both internal and external customers.
- Responsible for executing periodic inventory audits/cycle counts in coordination with finance team.
- Maintain records and file paperwork in accordance with established procedures.
- Additional tasks as needed.

Education and Experience Requirements:

- ❖ Associates degree in Supply Chain/Logistics or equivalent experience.
- ❖ Minimum 3-5 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 such as Oracle or SAP, bar-code-based transactions, and RF Gun experience. Experience with GSS a plus.
- ❖ Strong sense of accuracy, time organization and urgency.
- ❖ Ability to work independently or within a team dynamic involving multiple departments.
- ❖ 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.