

## **Warehouse Shipping/Receiving Clerk**

### **Company Overview:**

PBS Biotech, Inc. is a private company based in Camarillo, CA. that manufactures and sells the most advanced single-use bioreactors for the biopharmaceutical market. Our fully scalable bioreactors enable process development and commercial manufacturing of cell-based products, particularly for the rapidly emerging cell therapy market. We also provide world-class contract research and development services with leading expertise in various cell therapy product types.

### **Job Description:**

We are currently seeking a highly motivated and experienced Warehouse Shipping/Receiving Clerk to assist us as we scale up our sales and operations. The ideal candidate should be able to work and thrive in a fast-paced, collaborative environment while tasked with a wide variety of responsibilities related to material control.

### **Roles and Responsibilities:**

- Perform transactions in the company's ERP system for all material movement through the warehouse, including receiving, stocking, issuing and shipping
- Kit WOs and ensure all backorders are fulfilled
- Notify Purchasing and Planning department when Kanban materials run low
- Drive inventory accuracy and integrity through cycle counts and physical inventories
- Maintain auditable records and operate based on defined standards in the shipping and receiving of all warehouse materials
- Manage all material movement through the warehouse
- Operate a forklift to unload shipments, process receipts, and stock shelves
- Maintain an organized and standard setup of all warehouse inventory and equipment according to Warehouse Operations standards and best practices
- Be accountable for the safety and security of warehouse inventory and equipment
- Unpack, examine, and route incoming shipments, reject damaged items, record shortages, and correspond with shipper to rectify damages and shortages
- Receive and process all defective parts returned for replacement or credit
- Report defective materials or questionable conditions to the department supervisor
- Perform occasional pick-ups and deliveries to suppliers for parts and raw materials



**Requirements:**

- Minimum high school diploma or equivalent
- Must be twenty-one years of age or older
- 3+ years of warehouse experience
- Takes initiative in forwarding new ideas or work methods and performs constructive actions without constant urging
- Demonstrates awareness of company safety policies and procedures, identifies and reports safety hazards, and encourages coworkers to work safely while leading by example
- Adaptable and flexible to quickly change work practices, priorities, or procedures and reschedule activities in response to changing conditions or multiple work demands
- Ability to coordinate and work well with others in a group, offer help when needed, and foster a team climate where members are committed to a common goal
- Uses a systematic and effective approach in analyzing information for problem solving
- Understands the company and maintains a high level of knowledge of warehouse operations, products, etc.
- Must have responsible work habits and pass any pre-employment drug screening and background checks
- Certified to operate a forklift
- Able to meet physical demands of the job such as lifting up to 50 lbs.

**Posting Date:** December 2018