

Internal Fulfillment Coordinator I

Summary:

Shipping:

Facilitate the packaging and shipping for Scantibodies/Clients

- Client shipping- Process refrigerated shipments on the INFO LN system
- Scantibodies Shipping – Pack & process daily shipments.

Inventory:

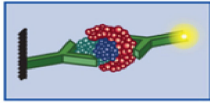
- To cycle count and maintain inventory levels and locations
- To maintain and transact in computer tracking system all inventory movement
- To adhere to and follow all ISO 9001 standards and GMP's and serve as a model for compliance to regulations and standards in all aspects of the job.
- To develop ideas and procedures to work towards continual process improvement.
- To support production and activities of the company in an efficient and timely fashion.
- To pull & process NCMR's as requested.
- Assist with the courier runs as needed.

Essential Duties:

- Quidel shipping- Process refrigerated shipments on the INFO LN system
- SLI Shipping – Pack & process daily shipments.
- SLI Inventory - Complete NCMR's as needed and process accordingly.
- Cycle count all inventory part numbers and ensure accuracy in computer tracking system
- Monitor and maintain inventory transactions and locations. Pull daily orders/ITF and process in the M2M system
- Interact with internal customers regarding job orders, issues and requirements
- Stage and prepare parts for shipment and or departmental movement
- Other duties as assigned
- Assist with Courier runs as needed
- Lifting up to 95 pounds

Equipment Used:

Personal Computer
General Office Equipment
Laboratory Equipment
Fork Lift/Pallet Jack/Electric Standup
Company fleet



Job Specifications:

- Working knowledge of the metric system.
- Attention to detail.
- Self-motivated.
- 3 years general manufacturing
- High school diploma
- Average oral and written communication skills
- General personal computer knowledge
- Valid and clean California driver's license
- Intermediate skills in Microsoft Word, Excel and Outlook
- Set and adhere to the highest level of integrity, morals and ethics.
- Sensitivity to customer requirements and align action in accordance with customer needs.
- Stay in close communication with management
- Strong team skills; must be willing to pitch in to get the job done.
- Credibility with peers, senior management, business partners, relevant agencies and customers.
- A bias for action; demonstrates a track record of achievement.
- Excellent strategic thinking.
- A Comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement. The ability to set and adhere to the highest level of integrity, morals and ethics
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- An ability to be a part of closely-knit teams and interacting effectively across disciplines.
- Sensitivity to internal and external customer requirements.
- Ensure alignment with internal customer needs.
- Implement continuous improvement initiatives to ensure maximum productivity.
- Adhere to all GMP and ISO guidelines.
- Any time you are unable to report to work due to illness you must speak directly to the supervisor/manager. If that person is not available then to Human Resources. It is not acceptable to leave voice mails, e-mails or messages with co-workers.

Working Conditions/Physical & Mental Demands:

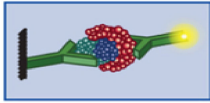
Shipping - Heavy work, indoors: Physical ability to work in temperatures ranging from 32 to 100 degrees Fahrenheit.

Inventory - Warehouse environment

Refrigerator and freezer type environment, temperature as low as (but not limited to) -25F

Supervision of Others:

Responsible for training new hires on the daily process of working as an internal fulfillment coordinator.



Monetary Responsibilities:

Responsible for collecting shipping charges from personnel that make personal shipments and submitting these funds to accounting. (Only when the shipping manager is not available. These will be collected and put in the shipping managers office for processing when the manager is out of the office).

EEO:

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.

Ethics:

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.