



Code: 2522

Title: Inventory Control Coordinator

Location: Northridge, Ca

Department: Operations Compliance

Description: Under direct supervision, the Inventory Control Coordinator is responsible for maintaining the electronic and physical inventory of our cryopreserved materials. Duties vary from physical involvement to electronic communication with inside customers.

Responsibilities:

- Maintain daily checks and balances consisting of all outgoing cryo preserved shipments from the previous shipping day.
- Assure that every outbound product was correctly removed from its specified physical location and electronically verified by the Shipping Documents and electronic fulfillment history via our in-house computer software, Management Business Solutions ("MBS"), and Inventory Management software ("Freezerworks").
- Able to efficiently utilize MBS and correctly interpret the necessary tasks to assist the Distribution and Shipping Department for the day's outgoing shipments>
- Identify and assign the appropriate location of all outgoing cryopreserved products and carefully compare lot numbers, catalog IDs, quantities and that the customers have been correctly matched to assure accuracy, quality and customer satisfaction.
- Properly navigate through daily communications via email or phone from Sales Coordinators, Business Development Executives (BDEs) and Project Managers to accurately reserve and/or hold inventory for upcoming customer projects or sales.
- Extract raw data from Freezerworks and convert to Excel formats to create queries related to inventory levels, product specifications or donor criteria.
- Reconcile inventory created by surrounding departments (General Lab & Cell Isolation Lab) via the Batch Release process.
- Physically transfer products from temporary storage units to their permanent locations while maintaining 100% accuracy at all times.
- Perform a review of the processing records associated with each production in a timely manner alongside various departments for proper release products created for distribution or sale.
- Prepare month-end reconciliation audits to identify discrepancies and report so they can be investigated.
- Assist with quarterly inventory verification with the Finance Departments.
- Ensure all training and competencies are completed and maintained in a timely manner.
- Efficiently utilize temperature monitoring software, manage temperature alerts and document monitoring software.
- Monitor liquid nitrogen (LN2) levels for each storage unit to operate at optimal levels for daily use or in case of an emergency.
- Perform software and equipment validation.



- Assist in developing the expansion of storage services in our Biorepository.

Supervisory Responsibilities This position has no direct supervisory responsibility.

Requirements:

- Discretion in handling HIPPA information, confidential and sensitive matters.
- Excellent oral and written communication skills
- Ability to multi-task
- Excellent time management skills
- Able to reprioritize and adapt to change with ease
- Excellent Customer Service & Focus
- Self-Motivated
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Education, Experience and Licensure

- Typically has a high school diploma or equivalent.
- Two years inventory work preferred.
- Customer service background strongly preferred.
- Previous Bloodbank or Laboratory experience preferred.
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Pay Range: BOE

Posted Date: December 20, 2018

We are an EOE employer - M/F/D/V