



**Code: 2524**

**Title:** Warehouse Coordinator I

**Location:** Northridge, CA (Los Angeles area)

**Department:** Warehouse

**Description:** The Warehouse Coordinator I is responsible for performing a combination of manual or automated tasks necessary for the receipt, storage, and transport of biological material and supplies. This may include functions of receiving, picking, packing, staging and shipping required to support and maintain the integrity of the materials management and equipment maintenance system and functions within GMP and non-GMP environments.

**Essential Responsibilities**

- Perform the day-to-day assignments of warehouse tasks and ensure required activities are completed timely and with minimal errors.
- Receive and process incoming shipments of GMP and non-GMP materials following established procedures for the receipt, inspection, and storage of goods.
- Prepare and deliver raw materials, supplies to various departments, external customers, etc. according to established protocols.
- Actively participate in cycle counting and inventory maintenance.
- Maintain accuracy of Warehouse materials to ensure optimum replenishment.
- Ensure the security and accountability of materials and goods under GMP inventory control.
- Able to use basic or advanced, manual or electronic devices/equipment required in the performance of job tasks including but not limited to; hand trucks, carts, pallet jacks, computers, RF scanners, etc.
- Assist with equipment service as needed.
- Facilitate the transport of company vehicles for maintenance, repairs and cleaning as needed.
- Perform various service and messenger-type tasks.
- Perform other duties as assigned.

**Supervisory Responsibilities** This position has no direct supervisory responsibility.

**Requirements:**

- Strong working knowledge of standard Warehouse & Materials Management protocols
- Familiarity with GMP versus non-GMP environments
- Strong ability to work independently and as part of a team
- Excellent time management and organizational skills
- Self-motivated, proactive and detail oriented
- Strong prioritization skills
- Ability to reprioritize and adapt as needed
- Strong ability to multi-task
- Highly effective written and oral communication skills
- Excellent customer service with both internal and external customers



- Staff must wear Personal Protective Equipment (PPE) when performing tasks that may expose to bloodborne pathogens, waste, infectious material, dry ice and liquid nitrogen or as required per policy.
- Employee must use proper safety equipment, as needed or directed.
- Absolute discretion in handling HIPPA information, confidential and sensitive matters.

**Education, Experience and Licensure**

- High School diploma or G.E.D. required. Some college is preferred.
- Minimum 3-5 recent experience in a Warehouse or Central Supply environment.
- Two years Materials Management experience is required.
- Knowledge of MS Office applications including strong Excel skills
- Previous experience using barcoding systems is required
- Familiarity with Microsoft Dynamics GP 2016/2018 is a plus
- Ability to quickly learn new software programs/tools as needed
- Uses computer and keyboard with reasonable fluency

**Pay Range:** BOE

**Posted Date:** 12/20/2018

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