



Code: 2549

Title: Bioresearch Logistics Coordinator

Location: Northridge, Ca

Department: Shipping

Description: Responsible for shipping and receiving bioresearch products, analyzing and coordinating the logistical and customer service functions of the bioresearch products business.

Responsibilities:

- Review and prioritize daily orders which may be comprised of fresh or frozen products and drop-shipments.
- Review orders and prepare shipping paperwork to ensure all necessary documentation is complete.
- Prepare items for shipment to customers which includes:
 - Create an order for every shipment or service provided in the finance system
 - Locate and obtain requested lots from inventory for frozen shipments using the inventory management software system
 - Coordinate with the General Lab and obtain “fresh” product for shipments. Ensure each product matches up with the customer order/criteria
 - Prepare packing materials and ensure proper shipping container is chosen
 - Ensure products are packed and shipped according to customer specifications, protocols and internal SOPs
 - Scanning each product or vial shipped out of inventory and into the order fulfillment software
 - Able to verify products shipped match the packing slip and perform visual inspections prior to release of products
 - Schedule and arrange specialty courier pickups or deliveries. Assist with shipping quotes as needed
 - Order shipping dewars, as needed
- Able to efficiently use Delivery Company shipping software
- Able to use data logger software, program data loggers, run reports and review data to ensure product shipment was held at the proper shipping temperature during transit
- Able to efficiently use temperature monitoring software, manage temperature alerts and document actions in monitoring software
- Assist with international shipments and documentation
- Ensure shipments, outgoing and incoming, are delivered on time and proof of delivery is obtained. Follow up with Delivery Company if there are any delays. Communicate delays and updates to the Business Development Executive, Sales Liaison and Shipping Team in a timely manner.
- Accurately assemble the shipping packet with all the associated documents required & pertaining to that order and submit to finance department in a timely manner for final invoicing
- Accountability for all packages shipped for the day. Must ensure that all packages have been transferred to the appropriate Delivery Company.



- May serve as back-up driver for deliveries to airport, Delivery Company hub or local deliveries or pickups
- Actively participate in weekly team huddle meetings and provide input
- Timely complete and maintain all training and competencies that are required to perform job duties and responsibilities
- Responsible for inventory of shipping and packing supplies
- Accurately receive and check-in supplies or incoming bioresearch samples
- Ability to empty department biohazard waste into the main biohazard waste holding area
- Assist Inventory Control staff, as needed, in transferring frozen vials into LN2 and -80 c storage
- Ability to understand and use correctly the Blood Establishment Computer Software (BECS)
- Ability to follow and understand HemaCare's Quality Plan and Policies
- Other duties as assigned

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
- Staff must wear Personal Protective Equipment (PPE) when performing tasks that may expose to blood borne pathogens, waste, infections material, dry ice and liquid nitrogen or as required per policy.
- Employee must use proper safety equipment, as directed
- Proficient use of Microsoft Office products including Word, Excel, Outlook and PowerPoint.
- Ability to quickly learn new software programs as needed.
- Detailed oriented
- Ability to use shipping software (i.e. Starship, Fed Ex), shipping scanner and scale to weigh packages
- Ability to place and retrieve vials from LN2 storage tanks. Pull and return racks in and out of LN2 storage tanks
- Uses computer and keyboard with reasonable fluency, approximately 35 + wpm

Education, Experience and Licensure

- High School Diploma or equivalent required
- Valid drivers' license with clean driving record
- Previous shipping and logistics experience preferred
- Previous healthcare or blood banking experience preferred

Pay Range: BOE

Posted Date: 6/14/2019

HemaCare is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.