



Code: 2598

Title: Bioresearch Logistics Coordinator

Location: Northridge, Ca

Department: Shipping

For over 40 years, HemaCare, a Charles River company, has worked to making a positive impact on the world by providing the highest quality cellular material and services to biotech and pharmaceutical companies and research organizations that are performing innovative research and developing novel cell-based therapies.

We recognize that our success depends on the vision and passion of our employees; that is why we are devoted to making HemaCare a rewarding and valuable place to work. We believe in making a difference, and at HemaCare, you will make a difference every day.

JOB SUMMARY

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 correctly use the Blood Establishment Computer Software (BECS)
- Ability to follow and understand HemaCare's Quality Plan and Policies
- Other duties as assigned

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

About HemaCare

HemaCare, a Charles River company, is a global leader and trusted brand in the customization of human-derived biological products and services for biomedical research, drug discovery, and cell and gene therapy development. HemaCare's vertically integrated solutions support preclinical research, clinical studies from



phases 1 to 3, and commercialization with high-quality RUO and GMP-compliant starting material and apheresis collections.

In January 2020, HemaCare was acquired by Charles River Laboratories, an early-stage contract research organization (CRO). Combined with Charles River's integrated, early-stage portfolio of discovery, safety assessment, and manufacturing support services, the acquisition creates a unique, comprehensive solution for researchers and cell therapy developers and manufacturers worldwide to help accelerate their critical programs from basic research and proof-of-concept to regulatory approval and commercialization. Utilizing this broad portfolio of products and services enables our clients to create a more flexible drug development model, which reduces their costs and enhances their productivity and effectiveness to increase speed to market. We work closely with our clients throughout the clinical process to maximize success and drive positive clinical outcomes.

Together, with over 17,000 employees within 80 facilities in 23 countries around the globe, we are strategically positioned to coordinate worldwide resources and apply multidisciplinary perspectives in resolving our client's unique challenges. Our client base includes global pharmaceutical and biotechnology companies, government agencies, and hospitals and academic institutions around the world.

At HemaCare, we are passionate about our role in improving the quality of people's lives. We have proudly supported the development of 100% of the current commercially available FDA-approved immunocellular therapies. Our mission is to provide a best-in-class portfolio of high quality, customizable human cellular material and services to support drug discovery, scientific research, and cell therapy. This resonates from our employees and impacts our customers because we know that every day is an opportunity to advance discoveries and make a difference in someone's life.

For more information, please visit www.hemacare.com.

Equal Employment Opportunity

HemaCare, a Charles River Laboratories Company, is an Equal Opportunity Employer M/F/Disabled/Vet

Pay Range: BOE

Posting Date: 06/10/2020