



Material Control Analyst

Req ID #: 2637

Location: Northridge, CA

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

Material Control Analyst will oversee the completion of daily processes in an ERP system(s) as well as oversee the Supply Chain. Able to have excellent organizational and communication skills with an ability to manage multiple projects working with tight deadlines to drive results. The Materials Control Analyst will be required to work with multiple departments and must have strong relationship building skills working with diverse group of individuals. The position is responsible for achieving consistent process and inventory accuracy and efficiency.

Responsibilities:

- Create, Confirm and Deliver manufacturing process orders
- Issue materials to Production by completing Goods issue to process orders in ERP
- Coordinate physical material movements with material handlers for the picking of material and supply to manufacturing
- Transfer and ensure accuracy of material movement in production system as it moves through production stages
- Interact with Production and Warehouse Supervisors to be aware of and communicate plan and schedule changes
- Attend weekly scheduling meetings
- Analyze appropriate production reports to ensure transactions are performed correctly
- Responsible for set up and maintaining accuracy of master data (BOM's; Master recipes; resources)
- Conduct cycle counts as needed
- Request timely inventory adjustments
- Reconcile and conduct root cause analysis to determine reasons for needed inventory adjustments and transactions
- Make recommendations to resolve process discrepancies
- Analyze Master Data and clean up as needed
- Perform other ad hoc duties as required

Supervisory Responsibilities This position has no direct supervisory responsibility



Requirements:

- Knowledge and experience with inventory reconciliation, comparing physical inventory quantities and part numbers with ERP perpetual inventory records
- Well-organized and detail oriented.
- Good communication and writing skills.
- Strategic thinking and excellent analytical skills.
- Excellent organizational, time management, and problem-solving skills.
- Ability to work well under deadlines and pressure.

Education, Experience and Licensure

- High School diploma or equivalent
- Minimum 2 years' experience performing ERP inventory transactions
- 1-2 years working in manufacturing environment receiving and verifying product
- Prior manufacturing and warehousing environments
- Familiarity with Lot Tracking preferred
- Receiving and Verifying product
- Demonstrated attention to detail and accuracy
- ERP cycle counting experience preferred
- Six Sigma Root Cause analysis 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

Posting Date: 11/2020