

Singota Solutions

JD088

Job Title: SCM Associate Operator

Location: Bloomington

Position Type: Full-time, 40 hours/week. 1st Shift

Reports To: SCM Supervisor

General Description including Skills and Physical Activity Requirements:

- Must be very customer focused to both internal employees and external clients.
- Must be able to work within the FDA regulated environment per its specific requirements and those established by internal policy and standard operating procedures.
- Computer experience necessary or willing to take internal courses to gain such information quickly. Ability to work with Microsoft Office (Outlook, Excel, Word) a plus. Experience using ERP or inventory systems is not required, but helpful.
- Learn, perform, train, and obtain certificates according to I.A.T.A/D.O.T. regulations for hazardous materials shipping.
- Effectively work within the configuration and rule process set up within an ERP system and bar code scanning environment to accurately manage inventory throughout the business.
- Able to effectively and safely drive a fork truck with double pallet reach at over 25 feet high.
- Warehoused material must be treated with applicable caution per documented hazards and also with great care based on its value.
- Must diligently practice all departmental programs and procedures per safety guidelines.
- Pay great attention to detail and be very organized to all aspects of the position.
- Ability to lift a minimum of 50lbs.
- Transferring of material from wooden to plastic pallets when necessary.
- Able to work in a 33 degree F environment for periods of time.
- Must be able to speak professionally and effectively with clients and auditing agencies on procedures and other issues.
- Must be willing to work off shift from time to time to accommodate off shift materials movement requirements.
- Obtain training on different aspects of logistics and apply them consistently and efficiently to operations hired to perform:
 - Shipping;
 - Pulling material from warehouse using Fork truck and scissor lift when necessary
 - Shipping of daily client material on designated truck
 - Shipping of client material via FedEx, UPS, etc.
 - Accepting client material from delivery drivers and inspecting for damage
 - Working to keep any client material put in appropriate bin locations when necessary to keep staging areas clear
 - Participate in collaborating or writing of deviations, investigations, and CAPAs to continuously improve operations.
 - Demonstrate good documentation practices
 - Receiving;
 - Accepting client material from delivery drivers and inspecting for damage
 - Receiving of daily client material in ERP (Singota Solutions inventory system) and client inventory system as it arrives at Singota Solutions in a timely manner
 - Putting material away in warehouse using Fork truck and scissor lift when necessary
 - Working to keep any client material put in appropriate bin locations when necessary to keep staging areas clear
 - Participate in collaborating or writing of deviations, investigations, and CAPAs to continuously improve operations.
 - Demonstrate good documentation practices

- Perform general housekeeping of warehouse and work space (i.e. breaking down boxes, emptying trash, removing pallets from staging, etc.)
- Positive Attitude and willingness to work as part of a diverse team to achieve overall goals of supply chain group.
- Serves as Supply Chain Management representative on client project teams
- Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures
- General support required of a startup company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business.

Work Experience Requirements:

- 0 years experience in life sciences
- < 1 year in supply chain management or logistics
- Computer experience (Microsoft Office, ERP or Inventory Systems)

Education Requirements:

- High school Diploma.

Singota Solutions is an Equal Opportunity Employer