

Materials & Inventory Supervisor

Salary: \$24- \$27

Job Type: Full time, In-person

Shift and Schedule: 8 hour shift, Monday – Friday, 8am – 5pm, occasional overtime, on call

This might be the opportunity you're looking for! Sri Sai Biopharmaceutical Solutions is growing and looking for the right people to grow with us.

Job Summary:

The Materials & Inventory Supervisor will be responsible for coordinating and overseeing daily inventory department functions, including but not limited to cycle counts, supply management, space organization and tracking, and material movements (storage, transfers, status changes).

Job Responsibilities:

- Oversee inventory staff in daily functions and ensure staff are completing tasks in an efficient manner.
- Assist the department Assistant Manager in daily timesheet reviews.
- Assist in cycle counts and resolve escalated issues.
- Proactively communicate to the Assistant Manager (or above) when there are issues.
- Responsible for the training, evaluating, and supervising all Inventory Associates.
- Assist in the development of inventory control procedures and process improvements.
- Oversee the accurate and efficient movement of client materials into and throughout the repository.
- Ensure supplies are kept at adequate stock levels, assist in creating specification sheets, and ordering supplies when needed.
- Assist the department Management group in evaluating staff performance and ensure all staff are properly trained.
- Participate on the Emergency Response Team (ERT).
- Perform other duties as requested.

SKILLS / KNOWLEDGE / ABILITIES

- Strong project management, planning, and time management skills.
- Requires effective communication (written and verbal) and the ability to communicate information and ideas to Management.
- Must maintain good self-control and composure in all situations.
- Strong knowledge of cGMP requirements.
- Strong leadership skills and the ability to effectively lead a team.
- Excellent organization skills and the ability to exercise independent judgment.
- Proven ability to consistently and independently follow policies, procedures, and instructions.
- Ability or willingness to learn how to operate forklifts, scissor-lifts, and other aerial platform lifts.
- Strong computer skills including Microsoft Word and Excel.

ESSENTIAL FUNCTIONS

- Must be able to lift 30lbs regularly and 50lbs occasionally
- Must be able to handle cold temperatures
- Must be able to stand or sit for extended periods of time
- Must be able to remain in a stationary position for long periods of time

COMPETENCIES

- Ensures accountability
- Action oriented
- Manages ambiguity
- Collaborates
- Communicates effectively
- Customer focus
- Decision quality

EDUCATION & EXPERIENCE

- Bachelor's degree or equivalent experience is required.
- Minimum of 2 years in a leadership and decision-making role.

WORKING CONDITIONS

- Working in a repository and office environment
- Working in various temperatures from 23C to -20C
- Occasional work performed outside
- Very minimal travel is required for this position

As part of our commitment to a diverse and inclusive workforce, SBS provides reasonable accommodations to qualified employees and applicants with disabilities to enable them to perform the essential functions of their jobs. The Company will not provide an accommodation that would create an undue hardship on the Company or endanger the health or safety of the employee or others.

SriSai Biopharmaceutical Solutions, LLC has been an industry leader since 2002 specializing in providing Clinical Supply Management services to the Pharmaceutical and Biotech industries. We maintain a high level of service excellence and excel in meeting the needs of our clients. Critical to SBS's mission and the foundation of every position at our company are our core values: Integrity, Excellence, Respect, and Customer Focus. Our dedicated team of professionals take great pride in supporting scientific innovation.

SriSai Biopharmaceutical Solutions LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and compensation.

Job Type: Full-time

Pay: \$24.00 - \$27.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program

- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- On call

Application Question(s):

- What is the level of your computer skills in Word, Excel and Outlook?
- Do you have the ability to frequently lift 25 pounds and to occasionally lift up to 50 pounds?
- Do you have proven ability to consistently and independently follow policies and procedures, instructions, and to meet schedules?
- Are willing to undergo a background and drug screen in compliance with legal restrictions?
- Do you have previous leadership experience?