

Receiving Supervisor (Repository)

Salary: \$26-\$27 an hour

Job Type: Full Time, In person

Shift and Schedule: 8 hour shift, Monday – Friday, 8am – 5pm, 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 Receiving Supervisor will work in a team environment and will be responsible for all incoming shipments to SBS including accuracy, temperature and storage of all materials. The Supervisor will provide guidance to the receiving staff on how to inspect materials and provide guidance on the data entry, ensuring timely processing of all incoming materials.

Job Responsibilities:

- Understand and supervise the Receiving process and employees from beginning to end. Be proactive with all receiving-related matters
- Ensure that all aspects of Receiving procedures are executed to ensure that a high degree of accuracy and precision is met and that all materials are processed in accordance with all applicable Company SOPs
- Assist in the development of receiving procedures and process improvement
- Address receiving errors, deviations, investigations. Think of corrective or preventive actions, if any, that may help prevent such occurrences in the future
- Be aware of each receipt coming in the door and track the progress through completion. Assign each receipt task to individuals on the team, considering staff strengths and weaknesses.
- Assist the department management group in evaluating staff performance and ensure all staff are properly trained.
- Be proactive in managing late or emergency weekend deliveries and who will handle them
- Receive materials and/or finished goods on a daily basis. Verify the quality, type and amount of materials received are correct and that the appropriate documentation is present (e.g. packing list)
- Be aware of receipts on hold and why they're on hold. Follow up appropriately
- Participate in 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.
- Experience in logistics with a life science company desired.

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: \$26.00 - \$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):

- 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?

Experience:

- Leadership: 2 years (Required)

Work Location: In person