

## Receiving Associate (Repository)

Salary: \$20-\$21 an hour

Job Type: Full Time, Onsite

Shift and Schedule: 8 hour shift, Monday to Friday

**Please Note: Based upon our customer contract requirements, SBS conducts both a background investigation as well as a drug screen following a conditional offer of employment.**

### Job Summary:

The employee in this role will work in a team environment to ensure that all receipts are handled accurately in accordance with company policy and procedures.

### Job Responsibilities:

- 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).
- Work in a warehouse environment under various temperatures including room temperature (59–86 degrees F), cold-room (36-46 degrees F), and/or freezer-room (0 – negative 10°F). Temperatures can vary outside of these ranges.
- Safely operate warehouse and temperature-controlled equipment, as required.
- Satisfactorily complete training requirements and operate within all Standard Operating Procedures standards pertaining to site distribution including, but not limited to, control of documents and Quality policy.

### Nature and Scope:

This position interacts with all levels of employees and with some customers. This role requires good communication skills and customer service skills. The successful candidate will have some knowledge of shipping and inventory control procedures and will work well in a team environment. The job involves activities of a repetitive nature. Accuracy is required in performing all functions of this position. This position requires the individual to be a self-starter and maintain strong attendance and performance.

### Required Qualifications:

- High school diploma or equivalent
- Minimum of 1 year related experience
- Proven ability to consistently and independently follow policies and procedures, instructions, and to meet schedules
- Basic computer skills with Word, Excel and Outlook
- Ability to frequently lift 25 pounds and to occasionally lift up to 50 pounds

### Desired Qualifications:

- Ability to operate forklift and scissor-lift
- Ability to operate equipment at various heights
- Experience in logistics with a life science company

### Working Conditions:

Works in a warehouse environment under various temperatures including room temperature (59–86 degrees F), cold-room (36-46 degrees F), and/or freezer-room (0 – negative 10° F). Temperatures can vary outside of these ranges. Performs work of a highly repetitive nature. Will walk, stand, reach, and lift up to 25lbs on a continuous basis. Will routinely push and pull up to 25 lbs. May occasionally sit, kneel,

crouch, and lift up to 50lbs. May handle “packaged” hazardous materials. The noise level in the work environment is usually moderate. Must be willing to work as an emergency response team member on a rotational basis.

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 is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

Work Location: One location

Job Type: Full-time

Pay: \$20.00 - \$21.00 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

Application Question(s):

- Are you able to lift up to 25-50 pounds on a regular basis?

Experience:

- Data entry: 1 year (Preferred)

Work Location: In person