



Inventory Associate – Job Description

Reports to	: Inventory Supervisor
Supervises	: N/A
Hours	: 8:00 AM to 5:00 PM, Monday through Friday and occasionally early mornings, evenings or weekends
Status	: Non-Exempt
Effective Date	: 25Sep23
Salary Grade	: Refer to Compensation Matrix

1.0 GENERAL POSITION DESCRIPTION

The Inventory Associate will work individually or in a team environment to ensure the accuracy of all materials stored in the repository through management of the electronic database, physical product handling and routine inventory checks.

2.0 JOB RESPONSIBILITIES

- Strong knowledge and utilization of the inventory database including all report features.
- Organize and maintain inventory for efficient storage space and safe handling of materials.
- Identify, investigate and resolve any inventory discrepancies.
- Identify samples by the inventory label and product label information.
- Conduct annual cycle counts, as required.
- Knowledge of company inventory control practices and procedures.
- Perform other duties as requested.

3.0 SKILLS / KNOWLEDGE / ABILITIES

- Basic computer skills with Word, Excel and Outlook and the ability to quickly learn various electronic databases (inventory)
- Ability to operate forklift and scissor-lift is desired
- Ability to operate equipment at various heights is desired

4.0 ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these 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

5.0 COMPETENCIES

- Ensures accountability
- Communicates effectively
- Plans and aligns
- Quality of work output
- Team unit contribution
- Time management

6.0 EDUCATION & EXPERIENCE

- High School diploma or GED
- Experience in inventory management with a life science company is desired

7.0 WORKING CONDITIONS

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

8.0 WORK AUTHORIZATION / SECURITY CLEARANCE REQUIREMENTS

- N/A

9.0 OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

10.0 AFFIRMATIVE ACTION / EEO STATEMENT

Equal Employment Opportunity Policy:

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.

11.0 SIGNATURES

This job description has been approved by:

Manager: _____ Date: _____

HR: _____ Date: _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position:

Employee: _____ Date: _____