

## Shipping Supervisor (Repository)

Salary: \$26-\$27 an hour

Job Type: Full Time

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

Looking for a great opportunity to grow your career and learn about the Biopharmaceutical industry?! If you're interested in a career and not just a "job", we provide one of the best training programs around. Learn about Material Handling, Good Manufacturing Practices, Good Documentation Practices and become an expert in Shipping and Logistics! SBS has a positive team-oriented culture and is looking for career-minded individuals to join our fast-growing company as we expand.

*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 Shipping Supervisor will work in a team environment and will be responsible for all outgoing shipments from SBS including accuracy, temperature and handling of all materials for shipment.

### Job Responsibilities:

- Understand the Shipping process from start to finish. Be proactive with shipment-related matters
- Think critically about the Shipping process; bring up any suggestions for improvements, e.g., revisions to documents to improve process, maintain compliance or mitigate human error
- Provide training to shipping personnel
- Address shipping errors, deviations, investigations. Think of corrective or preventive actions, if any, that may help prevent such occurrences in the future
- Be aware of each shipment received (includes destructions) and review Shipment plans prior to associate implementation and make sure the courier, shipping container, documentation and services required are complete and accurate, and how much time is spent on each shipment
- Plan for who is working on which shipment or at a minimum be aware of it and keep team on target for completion. Use organizational tools such as note taking, calendar reminders, email reminders
- Be aware of shipping associate's strengths and weaknesses. If an associate has a weakness, think about what needs to be done to address that weakness. e.g. additional training or placement with an associate who has stronger skills in the required task
- Track shipments through receipt at site and be aware of any shipment issues
- Plan for staff vacations in a staggered manner
- Be proactive in managing emergency shipments and who will be responsible (Weekend and evening shipments)
- Training staff on the Shipping team
- Support the practice of discussing a shipment question internally prior to sending emails to clients and monitor emails being sent by staff to clients for relevancy
- Be available to clients for meetings and visits/audits and explain the shipping process in summary, answering questions they may have
- Monitor the cleanliness of the Shipping area
- Verify shipments to ensure SOPs are followed at all times and perform final folder reviews, ensuring folders are scanned in a timely manner
- Oversee or create paperwork for international shipments. e.g., customs invoices, declarations of goods
- Coordinate with Inventory/Receiving Supervisor(s) when required
- Review and oversee correction of all timesheet errors and resolve them quickly
- Monitor supply levels for Shipping to ensure supplies/materials are always available within the SBS facility

- Hold the team accountable if issues arise. Work through issues and problems until a resolution is determined
- Participate in the Emergency Response Team (ERT)

**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, receiving and inventory control procedures and will work well in a team environment. The successful candidate should display leadership and resolve in daily activities and be able to adjust to shifting priorities. The job involves activities of a repetitive nature and requires attention to detail and the ability to multi-task. 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
- 2+ years of experience in logistics or life science industry required
- Strong leadership skills
- Planning and organization skills
- Proven ability to consistently and independently follow policies and procedures and to meet schedules in a fast-paced environment
- Attention to detail
- Basic computer skills with Word, Excel and Outlook
- Must be able to stand for long periods of time
- 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

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 25 lbs. on a continuous basis. Will routinely push and pull up to 25 lbs. May occasionally sit, kneel, crouch, and lift up to 50 lbs. 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.

**Benefits:**

Comprehensive benefits package including health coverage, dental, vision, life, IRA and company matching

- Paid holidays and floating holidays
- Generous PTO
- Continued training
- Emphasis on promotion from within

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

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.

Work Location: One location, onsite

Job Type: Full-time

Pay: \$26.00 - \$27.00 per hour

Benefits:

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

Experience:

- Logistics: 2 years (Preferred)
- Leadership: 2 years (Required)