



Production and Fulfilment Associate Position

MagBio Genomics, Inc. Gaithersburg MD

Position Overview:

This position is responsible for the timely and efficient scheduling production, packaging and shipping of standard and custom products, and for providing support to other areas of manufacturing to ensure timely product delivery.

Responsibilities:

1- Reagent production:

- Work in clean room to prepare reagents
- Packaging and labeling operations for Manufactured products
- Assist in cGMP material inspection and receiving raw materials for Manufacturing
- Maintain and organize the physical inventory of purchased and in-house materials
- Assist in creating and maintaining electronic copies of all manufacturing documents
- Assist in cleaning glassware used for Manufacturing
- Ensure an adequate level of packaging material supply for production at all times.
- Maintain and organize work areas and equipment used.
- Work as a team to meet deadlines for Manufacturing
- Other duties assigned by your supervisor.

2- Shipping and order fulfilment

- Prepare orders by processing requests and supply orders
- Pulling materials; packing boxes; shipping orders
- Coordinate with all departments to fulfill specific and ongoing inventory and shipping needs
- Maintain excellent service by following organization standards of quality, and national standards of shipping best-practices.
- Ensure a safe and clean work environment by keeping shelves, packing area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Document any necessary updates to process and aid in inventory management
- Pack and ship items securely and effectively to minimize breakage or spillage
- Fill all customer orders with accuracy and timeliness.

- Pack sold items properly and ship in a timely basis per policy.
- Ensure that incoming and outgoing inventory and shipments are as secure and well-organized as possible.

REQUIRED SKILLS, KNOWLEDGE:

- Basic pipetting and weighing skills and Using of lab glassware
- Good organizational, oral and written English communication, and planning skills.
- Reliability and punctuality.
- Commitment to continuous learning and training opportunities that support job responsibilities.
- Computer proficiency required.
- Ability to quickly to learn to use shipping software and Microsoft Office (ie Excel)
- Work well as part of a team as well as independently
- Self-motivated, organized, and detail-oriented
- Excel at planning workflow and prioritizing tasks
- Manage your time well when you have competing priorities and meet deadlines
- Experience in, or ability to learn inventory control methods
- Excellent written and verbal communication skills
- Ability to learn and use spreadsheet and database tools
- Excel at performing repetitive tasks accurately for long periods of time
- Ability to continuously stand or walk.
- Ability to bend, squat, climb stairs and lift frequently
- Previous warehouse experience, such as knowledge in packaging and shipping standards desirable BUT NOT A MUST
- Lift up to 30 pounds frequently.
- Remain flexible about duties and expectations as MagBio genomics grows and changes.

Experience: 0-2+ years of related experience in a scientific setting, including hands-on experience with basic laboratory bench techniques.

Health Safety Requirement: Full Vaccination against COVID-19 is A MUST

Qualifications:

Education: Associate's or Bachelor's Degree in Biology or equivalent science-related field; or equivalent combination of education and experience.

Compensation and Benefits: Very competitive

MagBio Genomics Inc.

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Industry

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