

Job Description

Job Title:

Inventory Control Specialist

Job Summary:

The Inventory Control Specialist is responsible for maintaining accurate inventory of the laboratory supplies. The Inventory Control Specialist is responsible for ordering supplies, maintaining inventory of purchased solutions, preparing solutions for analysis, and disposing of solutions while following cGMP standards.

Essential Duties and Responsibilities:

- ✓ Maintains the laboratory inventory including glassware, solutions, and instrument accessories including storage and labeling
- ✓ Creates and maintains an inventory record for all solutions that are purchased or prepared in-house
- ✓ Prepares and disposes of standards and reagents for analysis
- ✓ Retains and disposes of retention samples on a regular basis
- ✓ Responsible for ordering laboratory supplies, instrument accessories, and solutions
- ✓ Responsible for cost evaluation from approved vendors for laboratory supplies
- ✓ Aids with creating and maintaining a laboratory budget for laboratory supplies
- ✓ Responsible for receipt and inspection of incoming laboratory supplies
- ✓ Communicates with purchasing on a regular basis
- ✓ Communicates with EHS department and assists with preparing samples for hazardous waste disposal
- ✓ Assists with laboratory glassware cleaning
- ✓ Assists with computer software implementation that will manage laboratory inventory
- ✓ Identify overstock or obsolete inventory
- ✓ Other duties may be assigned as deemed appropriate by management

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ High School Diploma required. College Degree preferred
- ✓ Experience with an ERP or similar system
- ✓ Proficient with Microsoft Office Suite
- ✓ Must be able to read, write, speak, and understand English

- ✓ Experience in a cGMP environment.
- ✓ Requires scientific communication including chemical reactions, reading chemical labels and interpreting SDS sheets.

Work Hours:

8:00 AM to 4:30 PM / Monday - Friday