

Position: MATERIALS CLERK/HANDLERPosition Summary

This position involves all tasks associated with receipt, storing, and distribution of materials, components, supplies and products. This position will include performing every element of processing the flow of materials from receipt thru the shipping of finished product to customers. The Materials Clerk/Handler will generally possess a working knowledge of Material Handling workflow.

Duties and Responsibilities

- Perform the physical tasks and transactions involved in the shipping, receiving, storing, and distributing of products, materials, parts, supplies and equipment
- Receipt, unpacking, and inspection of incoming shipments against purchase orders and material specifications.
- Pick and pack product and documentation associated with fulfilling orders.
- Works with inventory control tools and equipment to maintain records of materials received, stored, pulled, or shipped, as well as examine, stock and distribute materials into inventory storage locations and onto manufacturing lines.
- Performs cycle counts
- Segregates expired materials to prevent use and proper disposition
- Monitors stock and ensures adequate inventory is maintained
- May stage material for assembly or production.
- Pick up and/or drop off materials at suppliers or contract manufacturers as needed.
- Embraces Operation's Core Values
- Foster an environment of strong team spirit, timely and effective communications, sense of urgency, high motivation and inspire teams to achieve goals in the immediate and longer term. Be an active and visible change agent, promoting flexible and open mindsets to new opportunities.
- Proactively promote positive Safety Culture and cGMP operating principles.
- Performs tasks in accordance with the governing document (e.g., SOP, batch record, work instruction)
- Ensures proper and accurate documentation of tasks
- Alerts Supervisor/Manager to nonconforming product and deviations from governing document
- Other duties as may be assigned by supervisor.

Minimum Requirements and Qualifications

- High school, Training Certificate; This is an entry level position. Any Related Experience a plus

Compensation Package dependent on experience. Benefits include paid medical, dental and vision insurance and paid time off.

APPLICATION INSTRUCTIONS

Please read carefully. We consider attention to detail an important qualification for new hires. Improperly prepared or submitted applications may be delayed in routing to the appropriate hiring manager or may not be considered.

Only candidates who apply with a resume and cover letter by email or U.S. mail will be considered. First and Last Name, Mailing Address and Contact Information (email address, phone number or preferably both) must be provided. Be sure your cover letter clearly states the position(s) for which you are applying and any preferences about how to contact you.

Application by Email:

This method is preferred and will receive the fastest consideration. Submit your resume and cover letter as an attachment in either RTF, Word, or PDF format to jobs@sediabio.com. **No other formats including links to other internet addresses will be accepted and emails with such links will be deleted without opening.**

In the Subject Line of your email, enter: *"Your last name, your first name, middle initial (middle initial optional), and Job Title (that you are applying for)"*. For example, **"Smith, Mary R, Senior R&D Scientist"**. If you are applying for multiple positions, please submit separate emails for each position. If you do not use this format, your application may be delayed in getting to the hiring manager.

Application by U.S. Mail:

Submit your resume and cover letter to the address below. On the mailing address outside, send to the attention of HR indicating the position you are applying for. You may list multiple positions in the attention line. Only one cover letter/resume needs to be sent if you are applying for multiple positions.

Sedia Biosciences Corp.

Attention: HR (*List positions you are applying for, separated by commas, here*).

4900 NE 122nd Ave.

Portland OR 97230

ABOUT SEDIA BIOSCIENCES

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