

Material Handler (Inventory Control, Shipping & Receiving)

MBio Diagnostics of Boulder, CO (www.mbiidx.com) is seeking to fill the position of Material Handler. MBio is a technology development company focused on next generation products for human clinical diagnostics, veterinary, and environmental applications. MBio's core technology is a patent-protected planar waveguide system developed for fluorescence immunoassays, molecular diagnostics, and cell-based assays.

Job Duties:

The Material Handler performs a variety of routine duties, including responsibility for handling all incoming and outgoing inventory and materials. Packing and scheduling materials for shipment. Moves materials to and from dock, storage, and various production areas. Responsible for ensuring that production areas are always stocked with consumables and inventoried items ready to fulfill build requests.

Responsibilities:

Verifying the accuracy of quantity and quality of incoming deliveries

Labeling every product and placing them accordingly

Identifying and locating the right products during the delivery process

Keeping a well-maintained and updated account of stock and inventory

Keeping an inventory of all merchandise entering or exiting the warehouse

Handling returns by completing technical documentation and other required communication

Conveying purchasing requirements and keeping data on the availability of products in short supply

Collaborating with internal departments to locate missing packages, fix incorrect deliveries and replace damaged products

Using bookkeeping databases, spreadsheets and software

Posting transactions in databases

Ensuring that all the merchandise is safely and securely packed and labeled for shipping

Preparing shipping documentation and scheduling shipments

Performs daily administrative duties such as writing, mailing, filing, faxing and distribution of correspondence for Purchasing and Accounting Departments.

Follows established guidelines for performing day-to-day tasks.

Performs other qualified duties as assigned.

Systems/Software:

- ERP Systems
- Outlook
- Excel
- Word

This position reports to the Operations Manager, Cartridge Manufacturing. This position has no supervisory responsibilities.

Required Skills/Abilities

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without an accommodation.
- Data entry, math and computer skills
- Meticulous organizational skills and attention to detail.
- Excellent time management skills

Education and Experience:

- A combination of education and experience will be considered.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Standing and walking to different areas of the building.
- Must be able to lift up to 25 pounds at times.

Applicant must have authorization to work in the U.S. Resumes must be accompanied by a cover letter explaining how the applicant meets the job requirements and desired skills. Please apply via Workable; or you may email a cover letter and resume to jobs@mbiodx.com with applicant name and the job title listing in the subject line.



Job Description

No phone calls, please. Note: no third-party recruiters will be enlisted for this search.

MBio Diagnostics, Inc. is an Equal Opportunity Employer committed to a culturally diverse workforce.