



Shipping and Receiving Clerk

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 16 strategic platform licenses to commercial cell therapy developers that allow for more than 75 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary

The **Shipping and Receiving Clerk** will be responsible for the shipping, receiving, storing, and distributing of materials, parts, supplies and equipment in an Engineering and Manufacturing Department. Works under supervision.

Job Responsibilities

- Assist in receiving, moving, palletizing, and shipping of materials, parts, supplies and equipment
- Receives, unpacks, and checks goods received against purchase orders or invoices, maintains records of received goods and quarantines unsatisfactory items as necessary. Maintains records and shipping/receiving areas to comply with regulatory requirements and standard operating procedures
- Ensures proper storage of all incoming raw materials and components
- Prepares and maintains records of instruments and other items shipped. Tracks orders and communicates to customers as needed
- Prepares shipping labels; inspects and packs final shipments being sent to customers. Posts weights and shipping charges and prepares goods for final shipment
- Monitors inventory levels of finished goods and instrument components. Reconciles inventory if an error is found. Checks records for completeness and accuracy
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations

- Complies with all applicable policies regarding health, safety, and environmental policies
- Adhere to appropriate PPE and safety rules
- Perform kitting of product per manufacturing drawings and Bill of Materials
- Participate in physical inventory counting

Job Qualifications

- High School Diploma or GED required
- At least 2 years of shipping and receiving experience
- Basic computer skills with the ability to learn service procedures
- Ability to file information alphanumerically
- Strong communication skills (verbal and written)
- Strong customer service skills
- Pays attention to detail. Demonstrated ability to track information and documents accurately
- Displays strong work ethic and enjoys working in a collaborative environment
- Understanding of safety protocols
- Ability to lift ~50 pounds

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and/or cover letter to careers@maxcyte.com. Please reference **Shipping and Receiving Clerk** in the subject line.