



Supply Chain Coordinator

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 Supply Chain Coordinator provides support to the supply chain management team to include: shipping, receiving, storing, and distributing of materials, parts, supplies and instruments in the Engineering and Manufacturing Department. These activities are focused on effectively optimizing and controlling supplies and inventories to support operational and business needs. This role includes both the administrative tasks associated with shipping and receiving and the physical movement of materials. Works under supervision.

Job Duties:

- Performs the administrative tasks involved in the shipping, receiving, storing, and distributing of materials, parts, supplies and instruments [US and International]. Creates or requests all international shipping documents including proforma invoice, Commercial invoice, Packing list, Certification of origin, Bill of Lading, Dangerous goods forms, Bank draft.
- Receives, unpacks, and checks goods received against purchase orders or invoices, maintains records of received goods and quarantines non-conforming items as necessary. Maintains records and shipping/receiving areas to comply with regulatory requirements and standard operating procedures and ensures proper storage of all incoming raw materials, parts and components

- Orders and maintains shipping supplies or provides Purchasing a list of needed items.
- Prepares and organizes processing assembly finished goods for bi-annual inventory counts.
- Kitting of Process Assemblies (PA) for Sales Order shipments.
- Adds or removes items from storage locations as directed by management or fulfill Sale Orders (SO) and/or manufacturing jobs.
- 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 external and internal customers. Posts weights and shipping charges and prepares goods for final shipment.
- Support as needed R&D shipment of reagents and materials for Field Application Scientists and customers.
- Works with shipping partners to resolve international shipping/ logistics issues.
- Assists in reviewing and completing all supply chain associated documentation in compliance with GMP
- Complies with all applicable policies regarding health, safety, and environmental policies
- Other responsibilities as assigned

Job Qualifications:

- AA in General Studies, Business, Computer Science, Engineering, or related area or equivalent experience and at least 4 years of supply chain coordination support including: shipping/receiving and inventory control experience in a life sciences company; or equivalent.
- International Shipping and Receiving documentation generation and tracking experience required
- Must have 2 years of experience working in GMP or another regulated environment
- Experience in handling frozen and cryogenic materials and clinical supplies a plus.

- Must be proficient MS Office (Excel, and Word) skills with the ability to enter data into databases and spreadsheets and prepare reports. Experience with NetSuite desired
- Ability to organize and file retained shipping documents for future tracking and identify shipment quantities, product type, ship location, etc.
- Strong communication skills (verbal and written); ability to talk with vendors to resolve logistical issues and to prepare standard operating procedures
- Pays attention to detail. Demonstrated ability to track information and documents accurately
- Follows instructions, displays can do attitude and works effectively in a collaborative environment
- Ability to lift ~50 pounds

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and cover letter to careers@maxcyte.com. Please reference **Supply Chain Coordinator** in the subject line.