



Warehouse Operations Supervisor

About MaxCyte:

MaxCyte is a leading commercial cell-engineering company focused on providing enabling platform technologies to advance innovative cell-based research as well as next-generation cell therapeutic discovery, development, and commercialization. Over the past 20 years, we have developed and commercialized our proprietary Flow Electroporation® platform, which facilitates complex engineering of a wide variety of cells. Our ExPERT™ platform, which is based on our Flow Electroporation technology, has been designed to support the rapidly expanding cell therapy market and can be utilized across the continuum of the high-growth cell therapy sector, from discovery and development through commercialization of next-generation, cell-based medicines. The ExPERT family of products includes: four instruments, the ATx™, STx™, GTX™, and VLx™; a portfolio of proprietary related processing assemblies or disposables; and software protocols, all supported by a robust worldwide intellectual property portfolio.

Job Summary:

The Warehouse Operations Supervisor provides support to the company to include shipping, receiving, storing, and distributing of materials, parts, supplies and instruments. 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. Reporting to the Warehouse Operations Supervisor is all Warehouse Associates and the position reports to the Director, Corporate Procurement and Logistics.

Job Duties:

- Supervises and 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 a safe, clean and organized material management facility and system. Defines bin identifiers and properly labels materials and bins for ease of identification and accounting.
- Trains, supervises, motivates, and evaluates the performance of assigned warehouse employees and assigns workloads.
- Defines warehouse equipment and supply needs. Manages any equipment maintenance needs.
- Manages the inventory cycle count process and reviews variances with their manager.
- Prepares and organizes processing assembly finished goods for bi-annual inventory counts.
- Adds or removes items from storage locations as directed by the planning team to fulfill Sale Orders (SO) and/or manufacturing Work Orders (WO's).
- Works directly with Quality department staff to assure material remains secure and any non-conforming material is securely segregated away from product material.
- Works directly with the Finance department staff to assure proper paperwork and reports are provided and filed to assure efficient management of the AR and AP processes. Supports auditing functions as necessary.
- 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 any 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 or equivalent experience in General Studies, Business, Computer Science, Engineering, or related area or equivalent experience and at least 5 years of warehouse experience 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 at least 3 years of experience working in a supervisory role with direct reports.
- 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 **Warehouse Operations Supervisor** in the subject line.

