

JOB DESCRIPTION

Title:	Logistics Associate I
Department:	Purchasing & Logistics
Reports to:	Purchasing & Logistics Supervisor
Status:	Regular, Full-time, Permanent
Location:	Building 1527, Delta, BC
Prepared by:	M. Zhang
Prepared date:	May 2022

Summary:

This position requires a dedicated and highly motivated individual responsible for receiving, material and solvent staging, inventory control, and warehouse operations in accordance to established procedures and policies while providing backup support to Logistics Associate II for product shipments.

Primary Responsibilities (others may be assigned, as required):

- Stage raw materials, including solvents according to production schedule
- Perform purchasing duties for consumables and office supplies
- Perform quarterly cycle and monthly finished goods inventory counts
- Maintain inventory receipts, shipping documentation and logbooks
- Maintain integrity of quarantined and released inventory
- Ensure warehouse, quarantine and release areas are kept organized and clean
- Create work orders for equipment repair and follow-up with Engineering & Maintenance Department as needed
- Coordinate waste disposal in collaboration with Operations and Vendors
- Perform shipping duties in accordance to established standard operating procedures (SOPs)
- Coordinate with internal departments (Sales, Production, QA and QC) to ensure customer orders are shipped on-time, shipping documents are accurate, and packages have proper markings in accordance with established SOPs
- Assist in achieving department goals of on-time delivery
- Maintain a safe working environment
- Be trained on certain production procedures, support operation team on solvent recovery, cleaning and mobile phase preparing.

Secondary Responsibilities:

- Perform receiving duties in accordance to established standard operating procedures (SOPs)
- Perform incoming product inspections and quarantine material
- Support Finance Department with AP and PO receiving and GRN Generation
- Assist in achieving department goals of on-time delivery

Competencies Required to Thrive at Phyton Biotech

- Job/Technical Knowledge • Organization/Planning/Priority Management
- Communication & Influence on Others • Self Awareness/Feedback
- Teamwork/Relationships/Customer Focus • Initiative & Drive • Strategic View
- Embodying Phyton Core Values

Required Experience, Skills, & Abilities:

- Minimum 1 -2 year's logistics and/or material handling experience within a warehouse setting
- Minimum High School Diploma
- Certifications in handling dangerous goods and transportation of dangerous goods are an asset
- Forklift certification is an asset
- International shipping experience is an asset
- Must be able to wear required (provided) PPE according to SOP and Health & Safety mandates
- Ability to lift and/or move up to 25kgs without mechanical assistance and up to 50kgs with mechanical assistance
- Must be proficient using Microsoft Office
- Knowledge of inventory management is an asset
- Ability to work well under pressure with deadlines and changing priorities
- Solid oral and written communication skills
- Strong customer service orientation
- Ability to prioritize, multi-task and manage time effectively
- Collaborative, but comfortable working autonomously with strong interpersonal skills
- Detail-oriented with an eye for quality and accuracy

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