



## Purchasing Associate

### RoosterBio Company Overview

RoosterBio designs, manufactures and distributes advanced stem cell research products aimed at accelerating the pace of development and commercialization of products incorporating living cellular technology. We believe that the dawn of a new day is upon us in the fields of bio fabrication, tissue engineering, and stem cell technologies. RoosterBio is a revenue stage company on a high growth trajectory. Our employees are driven by high impact work and are passionate about delivering the best stem cell products possible to our customers.

We do not compromise on quality, innovation, or product performance. We believe in hiring and developing the best talent available within the industry. The pace is fast, the work is stimulating, and ultimate performance is expected out of each team member. Working at RoosterBio is not for everyone. It is essential to have genuine passion and commitment for the commercial translation of stem cell and tissue engineered products, as well as an appreciation of a small company environment. It is our belief that these characteristics are necessary to attain personal fulfillment and success at RoosterBio. The development of a positive, collaborative, solution focused and high performing culture is of the utmost importance to the RoosterBio team.

### The Role

We are looking for friendly, well organized, highly motivated and driven individual to join the team at RoosterBio and fill a role focused on building and optimizing our Supply Chain operations and enhancing our culture. Perform procurement and inbound logistics functions related to order placement, material receipts, put away, storage and issuing material to internal departments. Load, unload, move, or store items according to delivery or routing documents, or supervisor instructions. Operate a pallet jack or other heavy equipment as necessary. Also performs administrative tasks relating to maintain all receiving, put away, inventory information to keep the warehouse running smoothly

All of these accountabilities are critical to our internal customers and are essential to smooth running operation inside our company. We are looking for someone with a good work ethic, strong communication skills, and an eye for detail that can take on more responsibilities as RoosterBio grows.

### Job Duties

- Orders materials based on request made by internal department or based on level of inventory requiring replenishment at reorder levels.
- Tracks and logs all product inventory, ensuring there are no discrepancies or losses.
- Accepts deliveries of products, puts them away and updates inventory accordingly.
- Inspects all orders being received, checking for damage, defective parts, and missing items.
- Reports and returns damaged product.
- Addresses and resolves any complaints about products, shipping speeds, or damaged items.
- Uses systems to monitor inventory and balance accounts.
- Organize and manage equipment maintenance schedule used in the facility.
- Keeps warehouse area clean and organized.
- Reports to warehouse supervisor or management to alert them of any issues with shipping or receiving.
- Full time position with flexibility, occasionally requiring work on weekends or holidays.



### **Skills/Qualifications:**

- At least 2-4 years of experience in life sciences industry performing procurement, inventory management and warehousing function.
- Familiarity to managing temperature sensitive raw material and finished goods, including inventory in liquid nitrogen storages, freezers and cold rooms.
- Experience in establishing and managing tactical and strategic supplier relationships.
- Day-to-day order management, expediting and follow-ups to ensure availability of material for production and internal department.
- Must have experience with spreadsheets and word documents.
- Familiarity to Material Requirement Planning (MRP) process and ability to support it for supply assurance.
- Negotiation and contract management experience is a plus
- Team player that projects a positive, proactive, collaborative, and helpful attitude that can be a role model as the company grows.
- Possesses strong organizational skills.
- Is detail-oriented and capable of noticing small errors on orders or defective aspects of products.
- Maintains physical stamina and strength required to move heavy equipment and product weighing up to 75 pounds.
- Works well with others.
- Exhibits strong communication skills, essential for working with other employees and with customers.
- Demonstrates knowledge of spreadsheet, word documents and computer systems, and the ability to fix any unexpected glitches with these systems.
- Demonstrates the alertness and physical dexterity required to operate heavy machinery.
- Must be capable of managing time effectively and multi-tasking as necessary.
- Demonstrates familiarity with all warehouse safety precautions and is always able to observe these.
- High school diploma or GED is required, however Associate or Bachelor degree preferred.
- Action oriented, results driven, and able to accomplish project objectives while always striving to exceed expectations.
- Adapts to changes, demands, schedules, and priorities while maintaining a positive attitude and solution-focused mindset.
- Accepts personal responsibility for producing results (individually and as a team).
- Exhibits a high level of professionalism while representing RoosterBio.
- An enthusiasm to learn and grow in a dynamic environment from a diverse and motivated team.

### **Work Environment**

- Majority of typical 9-5 workday is spent in a warehouse.
- Time may also be spent meeting with supervisors in an office.
- Warehouse temperatures are variable and often uncontrolled, unless the product being stored requires that the maintenance of a specific temperature.
- Conditions in the warehouse can be dangerous, as tasks involve the operation of heavy machinery and transporting of large product loads.
- Tasks are physically demanding, requiring long hours of lifting, standing, and carrying.

Interested individuals should apply online at: <http://tinyurl.com/RoosterBio-ICP>

Please visit our website at [www.RoosterBio.com](http://www.RoosterBio.com)