Inventory Specialist

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| Date | 06/01/2021 |
| Position Type | Full-time, salary, exempt |
| Location | Boulder, CO |
| Travel | 0% |

**Summary**

We are seeking a motivated, reliable employee to manage our factory’s incoming and stored inventory to directly service the production line. This position is ideal for someone with experience managing inventory, production planning, and inventory control and looking for a role to grow in. This is also a great opportunity for a recent business or supply chain graduate.

**Job Responsibilities**

* Verifying the accuracy of quantity and quality of incoming deliveries
* Label incoming inventory and placing it in the assigned location.
* Verify and reconcile packing list on incoming material shipments
* Keeping an accurate account of on hand inventory
* Create work orders in MRPeasy according to the production schedule
* Replenish workstation inventory from main stock
* Manage all inventory adjustments and location changes
* Create, execute and complete all picking orders required for production line
* Complete weekly cycle counts
* Collaborate with internal departments to locate missing shipments, replacing damaged products, and incorrect deliveries.

**Required Qualifications**

* Associate’s or bachelor’s degree in business, supply chain, or related field. High School Diploma with equivocal experience considered.
* 2+ years of experience in inventory management and inventory control
* 2+ years of experience managing production planning and work order creation for commercial production
* Proficient with Microsoft Office Suite (Excel, Word, etc.)
* Excellent written/verbal and interpersonal communication skills.
* Excellent organization skills and strong attention to detail.
* Excellent time management skills, and a proven ability to meet deadlines
* Ability to prioritize necessary tasks
* Ability to function well in a fast-paced and sometimes stressful environment

**Preferred Qualifications**

* Industry experience in biotechnology, medical device, or life science a plus
* Experience working in a GMP environment a plus

*Keywords: inventory management, inventory specialist, procurement, supply chain, inventory auditor, inventory control manager, recent graduate jobs, recent business graduate job, recent supply chain graduate job*

**About Us**

Dropworks is a start-up biotechnology life science tools company headquartered in Boulder, Colorado. We are venture capital funded with close to 50 full time employees, and rapidly expanding. Our passionate and collaborative team is aiming to transform digital PCR with the development of our ContinuumTM Digital Flow PCR system. We are integrating the digital PCR workflow into a single, low cost, easy-to-use platform, transforming the way researchers approach and access droplet PCR instrumentation and data. The ContinuumTM will be used worldwide throughout the research community by biotechnology companies, contract research organizations, pharmaceutical companies, applied markets and academic institutions. Our customers work across a wide spectrum of scientific research, including cancer genetics, infectious disease, genomics, translational diagnostics and personalized medicine.

**Employee Benefits**

* Medical, Dental, Vision Insurance
* Group Life Insurance
* Unlimited PTO
* Paid parental leave
* Stock options
* 401(k)
* Flexible work hours
* Work from home flexibility

**Pay Range**

* $40,000 - $55,000+
* No additional bonus, commission, or compensation

*Disclaimer - this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.*