



We think you're awesome – Join our Team!



CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. Our strong focus on our customers, team, and values creates a fun and rewarding work hard/play hard environment. Come see what the Green Team has to offer, you're going to love working here.

Job Title: Inventory Transfer Coordinator - \$750 Onboarding Bonus!

What you can expect:

- Team members who "get it done" are appreciated, recognized, and rewarded
- Learn new skills, build your experience and grow with the company
- Share the prize – employee lunches, activities, recognition program, and more!

In this role, you will work as part of the warehouse team to facilitate inventory transfers to and from satellite locations. Stay active during your workday in this fast-paced warehouse environment.

Schedule: 40 hours per week – can be done in a 4- or 5-day work week
Some flexibility exists for proper candidate
Potential for overtime as needs arise

Salary: \$18 - \$20 per hour based on experience
\$750 Onboarding Bonus paid upon completion of new hire onboarding program
Quarterly bonus program

Responsibilities Include:

- Receive incoming shipments from manufacturing locations
- Assemble shipments for transfer to satellite warehouses
- Receive shipments from satellite warehouses
- Perform weekly cycle counts and inventory audits
- Manage and perform physical inventory counts
- Investigate inventory discrepancies
- Maintain accurate and current inventory data
- Make appropriate inventory adjustments and transfers in the order management system
- Work on improving warehouse space utilization, such as consolidating pallets and rearranging shelving
- Data entry of recorded lot numbers into necessary files
- Perform inventory inspection of product received from manufacturing
- Execute warehouse tasks such as shipping and receiving as needed
- Additional responsibilities to be determined

Skills Desired:

- Ability to lift and carry boxes (most products are light; some can be up to 35lbs)
- Strong attention to detail and strict adherence to cleanliness protocols
- Organization and communication skills
- Self-motivated individual who is equally productive working independently or on a team
- Willing to take directions and receive feedback
- Strong MS office skills

To Apply:

Submit resume or completed application and letter of interest to Kevin Deignan (kevind@celltreat.com)