

Position Description:

Warehouse & Manufacturing Process Improvement Facilitator

We are currently seeking a dependable, detail-oriented person to fill the Warehouse and Manufacturing Process Improvement Facilitator role. The position's main tasks are to help identify, implement and document improvements to our processes. During the peaks of business activities, this person will help the logistics team in a hands-on approach to whatever role is most needed. This peak activity level support is expected to be 25-50% of the role. A high degree of physical activity is involved in this role with walking several miles a day throughout the facility. The opportunity for growth with additional responsibility exists with this position.

Schedule: M-F 8:30 to 4:30

Responsibilities Include:

- Assist with establishing, improving, implementing, and documenting process improvements for all warehouse and production area related tasks.
- Train new team members on various processes.
- Be Part of the Team: execute warehouse tasks such as shipping, receiving, and inventory control tasks. Assist with manufacturing as needed.
- Work with the warehouse and manufacturing teams so that all processes and procedures are being properly followed.
- Assist with creating a positive experience for customers when purchasing and using CELLTREAT's products.

Qualifications:

- Strong administration and organizational skills
- Ability to create and update processes documentation
- A minimum of 4 years of warehouse work experience
- Strong Computer Skills – Microsoft Office
- Familiarity with warehouse operations and inventory control procedures
- Team Player
- Self-motivated
- Must be comfortable with communicating with coworkers and business partners
- Ability to lift and carry boxes (up to 40lbs)

To Apply:

Submit cover letter and resume to: Brent Theall (brentt@celltreat.com)

CELLTREAT Scientific Products is a manufacturer of laboratory consumable products for the Life Science industry. The company was founded in 2008 and has experienced continuous double-digit growth throughout the years.