



## **Job Title: Operations Associate**

**Company Information:** OriGene Technologies (Rockville, MD) is a biotech company commercializing millions of gene-related reagent tools for life science research. Recognized globally as one of the world's largest sources for cDNA clones, recombinant proteins and antibodies, OriGene continues to drive innovation in CRISPR, assay development and in vitro diagnostic field. For more information, please visit our website: [www.origene.com](http://www.origene.com)

### **Summary of Position**

The position is within the Operations department and the Operations Associate is expected to provide daily product packaging and delivery to our global customer base with a zero error rate. OriGene Technologies has created a product focused environment with a team of high caliber scientists and we place great emphasis on hiring experienced personnel to maintain our capacity and low error product preparation and packaging function. Our growing product line with broad range of shipping and packaging conditions requires a desire for continued learning and certifications. The changing global import and export rules require this staff to keep up with all rules.

### **Responsibilities and Job Duties**

- Ensure inventory is stored in line with agreed quality/regulatory compliance (e.g. segregation, temperature control).
- Daily fulfillment of sales orders of biological materials in preparation of shipping to a global base of customers, partners and distributors.
- Ongoing communication with all internal sites (domestic and global) to refine the packaging, allowing quick transport to our customers and our other sites.
- Assist in the specification gathering for extensions to our current and new products as well as maintaining federal certifications.
- Support operations with timely provision of materials and delivery if required.
- Maintain stock accuracy at all times through timely system maintenance such as participation in physical counting and routine disposal program.
- Prepare and ship materials in line with client requirements and in accordance with relevant shipping SOP documentation.
- Required to communicate and interact professionally with all levels of the organization.
- Perform tasks in accordance with SOPs and regulations.
- Comply with company health and safety regulations and procedures.

- Perform other duties as assigned.

## **Qualifications**

### *Education & Experience*

- High School degree with some commercial experience.

### *Knowledge, Skills and Abilities*

- Demonstrated handling of biological materials (laboratory or materials management environment).
- Very detail oriented work habits.
- Must be a self-starter who enjoys working in a team-based environment with minimal supervision.
- Regular and reliable attendance required.
- Basic understanding of inventory standards (FIFO).
- Ability to lift weight or exert force up to 50 pounds.
- Microsoft Office proficiency a huge plus (Excel, PowerPoint, Access, Word).
- Ability to work in a wide range of temperatures including cold storage.
- Excellent oral and written communication skills.

### **Preferred Qualifications:**

- Demonstrated Hazardous Materials experience a plus
- Experience with inventory management systems a plus
- NetSuite proficiency a plus
- Experience in logistics within a life science company preferred

**To apply for this role, please send your CV/Resume along with a cover letter to [jobs@origene.com](mailto:jobs@origene.com). Please Reference "Operations Associate" in the Subject Line.**