



## Job Description: Warehouse Manager

### The Top Line

Come help us handle our materials! This is your chance to join an awesome young high-growth life-science tools company. We're a few years in and growing super-fast. We make killer analytical instruments and large-scale automation workflows at our factory in Pleasanton, and have a big warehouse with tons of parts to receive, manage, and ship. We're looking for a high-energy person to come help us manage that material workflow and warehouse.

This is a FULL TIME role, with an excellent benefit package and a lot of flexibility for your work schedule.

### What You'll Do

- Oversee day to day operation of the warehouse, including receiving and put away, shipping (including international), kitting, and internal material movement
- Develop and implement new operating procedures to improve efficiency and control of our parts
- Do cycle counts to ensure inventory accuracy
- Accurately complete regular transactions in our ERP system (Netsuite)
- Handle all the paperwork for international and domestic product shipments
- Ensure receiving is done on a timely and accurate basis
- Kit work orders for internal manufacturing and move material to the floor
- Help with instrument packing and preparation for shipment
- Handle internal transfer of materials in and out of the warehouse
- Be the envy of your friends because you work at an awesome place!

### Who You Are

- An action focused person that isn't afraid of a challenge, is ready for a fast pace, and loves to figure out the best way to get things done
- Holder of at least a high-school diploma, college degree preferred
- Experienced with warehouse and material management is required
- Fully versed in international shipping logistics requirements and paperwork
- Competent with computer systems, including standard office software, ERP systems (Netsuite preferred), and external systems for logistics management (e.g. UPS or Fedex shipping systems)
- 7+ years of work experience, preferably in a high-tech manufacturing environment in a materials role