

More than a job. We make the DIFFERENCE.

JOIN CSM!



To strengthen our Warehouse team, our fast-growing company is currently seeking a highly motivated and enthusiastic

## Warehouse and Receiving Supervisor

### Main responsibilities

- Plan, direct and manage the daily projects of all Inventory Control and Receiving personnel to assure proper storage, monitoring and movement of all inventories
- Supervise assigned personnel by conducting performance reviews for direct reports, rewarding, motivating and disciplining team members, addressing complaints and resolving problems to achieve an effective and cohesive team
- Train personnel in inventory related job functions
- Work with other department leads to establish effective communication routes and improve all aspects of CSM work environment
- Work directly with other departments in addressing inventory concerns
- Complete required paperwork in a timely manner, and maintains accurate records, documentation and file documents
- Responsible for communicating operational and personal concerns, as well as opportunities for improvement to the department leadership
- Assist in developing Standard Operating Procedures for warehouse related processes
- Provide appropriate storage conditions to all materials including space use, organizational method locations etc.
- Understand and comply with the company's standard operating procedures and policies
- Order, receive and manage non-clinical supply inventory as applicable to inventory storage needs
- Prepare and Process the destruction of clinical supplies through qualified vendors
- May perform On-Call responsibilities including response to alarms and taking corrective action to resolve the situation

### Education and Experience

- 3 to 4 years of inventory work related experience required
- Previous supervisory experience preferred
- A High School Diploma required

### Skills

- Ability to work independently or within a team
- Detail oriented to produce timely and accurate work
- Excellent oral, written, and interpersonal communication skills with active listening ability
- Self-motivated with exceptional time management skills to prioritize work

At CSM, we understand our work within the clinical trial process could not happen without our dedicated employees. That's why we are striving to provide our employees with a challenging working environment which still promotes a work-life balance. We provide competitive compensation and a complete benefits package.

If you have the desire to play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: [hr@csmondemand.com](mailto:hr@csmondemand.com)

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#### *Delivering First Class Clinical Packaging Solutions*

*CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need.*

*CSM is designed to be agile, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality.*

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