NEW CHALLENGES.
NEW OPPORTUNITES.

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. Regardless of the size or complexity of the project, CSM will expertly manage the clinical supply chain.

CSM's only focus is clinical trial supplies, 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. CSM is designed to be agile, which for clients translates to confidence that CSM is ready to meet their clinical trial needs regardless of conditions.

We understand our work within the clinical trial process could not happen without our dedicated employees.

Our growing company is currently seeking a highly motivated and enthusiastic

Distribution Associate

Main Responsibilities

- Follows step by step instructions to prepare waybills, and other needed documentation, for requests within the United States
- Reviews shipping requests and documents for errors or missing information
- Performs accurate data entry, creates memos and other correspondence as required for accurate documentation
- Works with supervisor and the quality department to investigate and correct documentation errors
- Learns and adheres to Good Documentation Practices (GDP), current Good Manufacturing Practices (cGMP), and CSM's Standard Operating Procedures (SOPs)
- Performs other related job duties or responsibilities as assigned

Education and Experience

- Associates degree and two to three years of relevant HR experience, or four years of experience in the HR field, or any similar combination of education and experience.
- 6 or more months of office related experience, preferred
- Preferred experience with Standard Operating Procedures (SOPs), current Good Manufacturing Practices (cGMP), or Good Documentation Practices (GDP)
- High School diploma or GED

Skills

- Ability to work independently or within a team
- Detail oriented to produce timely and accurate work

This position is based in Fargo, ND

CSM®

At CSM, we provide competitive compensation and a complete benefits package. If you have the desire to work hard and 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 Indeed

NEW CHALLENGES.
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- Excellent oral, written and interpersonal communication skills with active listening ability
- Self-motivated with exceptional time management skills to prioritize work and efficiently react to change in a fast-paced environment
- Maintain a high regard for confidentiality while dealing with all clients, proprietary and pharmaceutical related information
- Microsoft Office Products: Word, Excel, Outlook

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