

MaSTherCell is a dynamic and global Contract Development and Manufacturing Organization (CDMO) on a mission to deliver optimized process industrialization capacities to cell therapy organizations, and speed up the arrival of their therapies onto the market. From technology selection to business modeling, through GMP manufacturing, process development, quality services, MaSTherCell's teams are fully committed to helping their clients fulfill their objective of providing sustainable and affordable therapies to their patients.

To lead its increasing number of development and manufacturing projects, MaSTherCell is looking for a highly motivated:

Logistics Operator

Responsibilities

- Ensuring purchase process, which include :
 - Follow-up of the orders, their reception, quarantine and release status,
 - Maintain safety sock in warehouse,
- Guarantying full material traceability by :
 - Following GMP rules and accomplishing adequate administrative tasks: documentation review, processes improvements,...
 - Maintaining ERP (Enterprise Resource Planning system) information on a day-to-day basis,
 - Managing the incoming materials in the facility and the day-to-day inventory,
 - Identifying and labeling the materials from reception to release (QA support),
 - Storing the material according their specifications,
 - Preparing & supplying materials for the users in Production, QC and development departments (Material Request system),
 - Providing and ensuring partnership and support for internal and external clients,
- Participating to shipping activities :
 - By sending & receiving parcels to/from the client &/or the sub-contractors. This includes coordination projects owners inside Masthercell, and realization of the shipping's.
- Supporting Infrastructure activities by :
 - Ensuring correct working and verification of the utilities and technical areas, such as technical alarms, gas distribution system, nitrogen storage room and devices,... on a daily basis,
 - Ensuring correct environmental conditions for storage areas on a daily basis,

Ensuring warehouse maintenance by :

- Housekeeping of the logistics areas: warehouse and storage environment (nitrogen tanks, waste, reception, picking, ...),
- Managing the equipment in the logistics and technical areas : label printers, fridges, freezers, nitrogen storage devices,... ,
- Maintaining material stock up-to-date, applying FEFO rules and; including expired products management and discard.

Qualifications & Experience

- Previous experience in the same field (warehousing and biotech company)
- To have already use an ERP system (enterprise resource planning)
- Experience in GMP environment is a plus.
- Fluency in French and good reading comprehension and writing skills in English.
- Computer skills: Microsoft office
- At least Graduate level or equivalent expertise

Skills & Competencies

- Rigorous, conscientious, team player and client oriented
- Stress resistant and willing to communicate outside working hours
- Flexible with good communication skills
- Open to learn and to manage new challenges

We offer

- Full-time position (40h/week)
- An Indeterminate contract
- The opportunity to take part in a growing dynamic biotech company
- A human-sized working environment with a convivial atmosphere

Interested?

Please send your detailed CV and your application letter to Mrs Elodie Noël, HR Manager : job@masthercell.com