

**Job Title: Materials Planner**

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a dynamic and congenial company environment and the convenience of working in the South Bay Area.

The Materials Planner will support Manufacturing by assisting with planning, scheduling, procurement and stocking production materials, lab supplies, and equipment for biotech manufacturing. Additionally, the Materials Planner will work closely with the Production Team to source, obtain quotes, determine material requirements from Production schedules, and plans, schedules, and monitors the movement of materials through the production / Project cycle to ensure materials are available on time to meet manufacturing schedules. Evaluates vendor reliability, develops new supply sources where vendors and suppliers are inadequate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead all material planning and procurement activities in support of production and clients' projects.
- Coordinate material requirements with production, purchasing, and project management.
- Plan, schedule, and procure material required to support project and production schedules.
- Evaluate material shortages and determine appropriate inventory levels.
- Evaluate material status reports, identify and/or resolve material constraints, and routinely provide material status to the project team.
- Manage vendors to ensure on-time delivery and to find ways to expedite deliveries where required.
- Develop purchase requests and work with Purchasing to ensure POs are approved and placed; incoming components are received.
- Establish safety stock, min / max levels for each common lab supplies to ensure appropriate inventory level.
- Keep track of release of inventory to lab staff.
- Perform periodic inventory counts and reconcile major discrepancies
- Restock supplies to stock room and maintain accurate inventory record
- Monitor the status of open purchase orders including delivery and quality issues that may affect status.

## **QUALIFICATION AND EXPERIENCE**

- Five (5) plus years' experience working with Material Requirement systems in Production/ manufacturing environment, preferably in a biotech lab setting.
- Bachelor's degree in business preferred
- Experience with ERP systems, preferably Netsuite MRP system
- Experience with GMP regulations and Quality systems in biotech industry highly preferred

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Able to build and maintain effective and productive relationships with staff and suppliers.
- Efficient with Excel and other data base tools
- Excellent written and verbal communication skills
- Keen attention to detail and accuracy.
- Ability to manage changing priorities, stay organized, and pay attention to details in a fast-paced environment

## **PHYSICAL REQUIREMENTS**

- Have the physical ability to lift and carry product/equipment weighing up to 30 pounds
- Keep current on appropriate vaccinations (e.g. tetanus, diphtheria and pertussis [Tdap])