



Shipping and Receiving Clerk

Axion BioSystems, a life science company located in Atlanta, GA, is a leading manufacturer of microelectrode array (MEA) and impedance systems used to evaluate the biology of networked cells (e.g. neurons, cardiac cells, and lung) for applications such as cancer research, vaccine development, modeling neurological disease and drug development. When combined with modern cell culture technologies, Axion's platform allows scientists to model human biology in a dish. Axion's products are used by pharmaceutical and biotech companies, governmental agencies, and universities for drug safety, drug discovery, cell and gene therapy development and disease modeling assays.

Axion BioSystems, Inc. is seeking a Shipping and Receiving Clerk to process all inbound and outbound shipments for the company. The employee must interface with the company's inventory management software and maintain organization of materials in the inventory warehouse. Attention to detail is critical for all aspects of the job, including interaction with the ERP software, packing of customer shipments, and physical receipt and put away of incoming order materials. The ideal candidate will communicate well with other employees yet work independently on the majority of tasks.

Job Duties

- Accurately pick, pack and label outbound customer shipments for domestic and international orders.
- Schedule shipment pickups with appropriate carriers and manage any missed pickups directly with the carrier.
- Create and file customs documentation for international shipments.
- Interface with company ERP system to execute shipments, print required documentation, and record necessary transaction information.
- Receive incoming supply shipments to office location (no loading dock). May require breakdown of pallets from the delivery truck.
- Maintain proper document trail of received parts by validating receipt against packing slip.
- Organize and maintain order of inventory locations physically and in ERP software.
- Monitor shipping supply materials and organize purchase of additional materials.
- Assist with inventory counting and post-inventory reconciliation.
- Ship and receive non-operations related orders as requested by co-workers.

Job Requirements

- Self motivated, reliable, and independent worker.
- Must be able to lift 40 lbs as needed, operate pallet jack, and manage large boxes on shelving.
- Detail oriented with demonstrated ability to get the job done.
- Must be on-site daily in Axion's Atlanta office.

Excellent references and a demonstrated record of success are essential. A resumé along with a letter of introduction should be sent to careers@axionbio.com.

