

Logistics Associate



The Logistics Associate role is to:

- Responsible for procurement of all laboratory supplies from verified vendors
- Execute and monitor purchase orders as requested following the Company purchasing guidelines; follow up as needed
- Develop initiatives to drive cost optimization in procurement, inventory and shipping
- Negotiate, on company's behalf, and use the right judgement to choose the most efficient vendors / service providers / suppliers for MedGenome to work with
- Communicate with teams in India to assist with procurement of lab supplies, item storage, and the scheduling of shipments
- Maintains laboratory and vendor relationships
- Liaison with the lab scientists on the inventory management and best practices
- Maintain laboratory inventory: for example, ensure kits/reagents are not expired, manage iSensix alarms, items are stored appropriately and efficiently, and general use items (such as gloves, pipette tips, PCR plates, etc) are kept in stock at all times
- Track NGS inventory and meet reporting deadlines each month. Generate and discuss reports with the lab managers
- Handle all domestic and international shipment and receipts
- Support Facility initiatives as needed.

Qualification: BS or MS (or equivalent experience)

Please e-mail your CV to careers-us@medgenome.com

Get in touch:  (888) 440-0954 |  careers-us@medgenome.com |  medgenome.com

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