



Title: Warehouse Associate

Location: Worcester, MA

Reports to: Assoc. Director of Supply Chain

Join our team! At Mustang Bio we are driven by people. The patients we serve and the team we are building are the driving forces behind our mission to deliver life-changing first-in-class cell and gene therapies to patients with genetic diseases and aggressive forms of cancer.

Overview:

This position will fulfill and execute roles and responsibilities for warehouse management and inventory control.

Responsible for managing and executing all warehouse operations, which include timely transaction for receiving, shipping, consumption, inventory control. Efficient product flow from the point of receiving, consumption, internal move or distribution, shipment, consumable replenishment while maintaining compliance with cGMP, Safety/Environmental requirements as per company procedures.

Specific Responsibilities:

- Performs receiving, handling/storage, internal distribution, identification, documentation, and transactions for all raw material and general supply as per company procedures.
- Performs shipping and required documentation for all Finished Goods products, Material Returns, Samples, and general supply as per company procedures.
- Performs raw materials and general supply move to warehouse locations, control staging area, departments to maintain proper stocking level and departments operation.
- Performs periodic review of inventory status, expiration date, obsolete material, and coordinate proper disposition management as per company procedures.
- Performs cycle counting and inventory adjustments to maintain accurate on-hand inventory balance.
- Responsible for keeping warehouse areas clean, organize as per company procedures and safety/environmental regulations.
- Ensure processes documentation are current and accurate as per company procedures.
- Responsible for requesting or resupply all related supplies and equipment maintenance to support warehouse manufacturing and facility operations.
- Other duties as assigned by the Supply Chain department.

Qualifications and Experience:

- AAS degree / High School diploma or equivalent.
- Any technical studies/Certification function related a plus.
- 1-3 years of experience at a similar position.
- 1-2 years general operation of material handling equipment and forklift operation.
- Medical Device /Pharmaceutical or other regulated industry experience preferred.

Knowledge, Skills, and Abilities:

- Essential computer system experience with Microsoft Office and ERP data entry experience.
- Good math, comprehension, organizational skills.
- Strong attention to detail.
- Fast learner, able to perform self-training and ability to learn new processes in a fast-paced environment.
- Able to work with minimum supervision and manage multiple tasks effectively.
- Excellent interpersonal skills and able to communicate effectively with managers and supervisors—written and verbal.
- Able to lift and carry up to 50 pounds.