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| Position Title | Logistics Associate | Job Category | Mid-Level |
| Location | San Francisco, CA | Travel Required | No |
| Level/Salary Range  | $30/hr | Position Type | Full-Time |
| Contact | Meryl Williams | Date Posted | 7/05/2022 |
| Will Train Applicant | As Needed | Expires | Open until filled |
| Resume/Applications Accepted by: |
| **Apply on-line** <https://themccgroup.applicantpro.com/jobs/> |
| Position Description |
| The McConnell Group, [www.themccgroup.com](http://www.themccgroup.com/), a health science company, has an opening for a full-time Logistics Associate to support our client in south San Francisco, CA. This position will serve as a W2 employee working for The McConnell Group, Inc., a leading provider of research support services. The Logistics Associate will report to the Manager of the laboratory and medical sales department.The Logistics Associate will assist with the products ordering, shipping and distribution storage of incoming products and returns. The ideal candidate has experience in logistics and or inventory receiving and is a self-starter who is high energy, motivated, and is seeking an opportunity to work for a company dedicated to improving research and results in this fast-paced biomedical industry.As the Logistics Associate, this person will be responsible for inspecting incoming orders and outgoing shipments. This individual will be working in a mostly independent role so they must be able to take charge with minimal supervision. The Logistics Associate will be liaising with vendors and carrier services to coordinate logistics and timelines as well as assist customers and resolve shipment issues and complaints.This position will require management of several different customers at a single location. So being detail oriented will be critical to keep track of which customer, at which account, in which lab module, has specific needs. There may be 10-20 different locations throughout the two sites where the Logistics Associate is reviewing on-hand inventory, placing replenishment orders, meeting incoming shipments, and putting away materials every day or multiple times per week. **Position Requirements:** 1. Submit order, verify for accuracy, collaborate with team members.
2. On hand inventory reconciliation
3. Stock shelves, and other necessary duties that arise.
4. Customer service skills
5. Strong attention to detail
6. Accurate reporting used to bill each entity for materials consumed and/or delivered – up to 14 different entities to be managed and billed separately
7. Ability to sit, climb, and crouch, as well as lift 50+ pounds and move products and materials
8. Preparing and maintaining shipment paperwork, records, and digital databases
9. Performing additional duties as needed
10. This is an on-site position.
11. Travel between two locations in S. San Francisco required (1.5mi – 2.5mi each way)
	1. 201 Haskins Way, South San Francisco, CA
	2. 681 Gateway Blvd, South San Francisco, CA

**Qualifications:** 1. Minimum of three years of experience in inventory management, logistics management or a related role (Required)
2. Bachelor's degree in Supply Chain Management or Logistics (Preferred)
3. Knowledge of inventory management and logistics elements
4. Strong organizational and time management skills.
5. Strong oral and written communication skills

**Compensation / Benefits:** TMG offers competitive pay and benefits pkg. including health insurance; paid holidays, PTO; EAP; Education Assistance, 401(k) and College Savings Plan.**The McConnell Group is an equal opportunity employer EOE M/F/Disabled/Vet**  |