



Job Title: Specialist, Logistics & Biorepository

Salary: \$45,000/yr.

Email resumes: jobs@ndriresource.org

The NDRI biorepository/logistics facility is CAP accredited and coordinates the shipments of recovered organs and/or tissues directly to an NDRI approved researcher or to the Logistics Facility for short-term storage. The facility packages and ships in compliance with International Air Transport Association (IATA) regulations.

Summary

Reporting to the Senior Manager, Logistics/ Biorepository, The Logistics Specialist (LS) works closely with Operations' coordinators, managers and directors. He/she is responsible for coordinating all incoming and outgoing shipments from NDRI's CAP-accredited biorepository/ logistics facility. LS ensures all shipments to and from the NDRI Logistics Facility meet the current regulations set forth in governing the shipment of human tissues for research. He/she also participates in quality assurance follow up and to serves as a liaison between the office and the NDRI Logistics Facility. In addition, he/she will assist all departments as needed with tasks or questions in relation to the duties described below.

Incoming and Outgoing Shipments

1. Prepare Chain of Custodies for each source that intends to ship to the NDRI Logistics Facility. Make any corrections as needed to the database, and communicate with Tissue Source Site Management (TSSM) and Fulfillment to ensure accuracy of tissues being shipped.
2. Adhere to researcher protocols, ensure tissue is acceptable for shipment, and check serological testing results before shipping. Communicate with TSSM, Scientific Services, and Fulfillment to ensure accuracy of tissues being shipped.
3. Prepare and send incoming documents to TSS for all biospecimens arriving to Logistics Facility.
4. Prepare and send outgoing documents to researchers for all outgoing biospecimens and ensure information is accurate before shipment.
5. Ensure the timely delivery of specimens by monitoring all NDRI shipments daily.
6. For international shipments, prepare FedEx documentation, International Commercial Invoices, or any courier services as requested by the researchers.
7. Complete data entry for all incoming and outgoing shipments in database.
8. Inspect and store biospecimens in accordance with NDRI policies and quality programs.
9. Report any discrepancies to direct manager, Manager, Scientific Services, Fulfillment, TSSM, or researchers as needed to identify deviations and determine tissue acceptability.

General Duties

1. Assist in the management of supply inventory and dispose of expired materials and chemicals in accordance with regulations.
2. Prepare packaging supplies and kits for special projects.
3. Review inventory of tissues assigned to researchers and ensure inventory levels are managed.
4. Keep an incoming shipping schedule with all sources and establish the need for a chain of custody before all shipments.
5. Maintain compliance at the Logistics Facility through daily activities, including, but not limited to: Cleaning, creating reagents, and equipment maintenance.

Working Conditions

- Some tasks require exposure to potentially hazardous work environments with blood borne pathogens, chemicals, and repeat reactive tissue samples for infectious diseases.
- Some tasks require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.
- Some tasks may have risk of sustaining illness and injury from the use of chemicals, biological materials, and exposure to disease and toxic chemicals.
- Some tasks require an employee to work in close proximity to caustic chemicals in a confined area.

Skill Competencies

Problem Solving - Customer/Client Focus - Communication Proficiency - Time Management
Teamwork Orientation - Results Driven - Meticulous attention to detail

Supervisory Responsibility

- Currently, this position does not have any supervisory responsibility.

Work Environment

- This job operates in a logistics facility. Some tasks require exposure to potentially hazardous work environments with blood borne pathogens, chemicals, and repeat reactive tissue samples for infectious diseases, require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors, may have risk of sustaining illness and injury from the use of chemicals, biological materials, and exposure to disease and toxic chemicals & require an employee to work in close proximity to caustic chemicals in a confined area.

Physical Demands

- While performing the duties of this job, the employee must be able to lift up to 50 lbs. routinely, up to 100 lbs. on occasions, lift 10-20 lbs. over the head. Additionally, this position requires bending over, reaching arms over the head and pushing large bins of dry ice once a week at 600 lbs.

Position Type and Expected Hours of Work

- This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Job will occasionally require flexible work hours, occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Bachelor's degree in a life science discipline or equivalent plus a minimum of 2 years of work experience in a healthcare/ research setting. Equivalent combination of education and experience will be considered.
 2. Proficiency in the use of computer equipment and software, including but not limited to, Windows environment (Crystal Reports, Word, Excel, Outlook, SharePoint- Intermediate to Advanced skills) required.
- Self-starter with excellent organization ability, superior attention to detail, and strong oral and written communication skills.
 - Ability to function as a team player and carry through assigned tasks on time and within the scope of project parameters.
 - Strong and effective interpersonal skills, ability to communicate effectively with customers and partners.
 - Must be able to lift up to 50 lbs. routinely, up to 100 lbs. on occasion.
 - Knowledge of CAP standard rules and regulations is a preferable.

AAP/EEO Statement

NDRI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NDRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. NDRI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

