Pluriomics is an emerging biotechnology company whose mission is to deliver innovative human cardiomyocyte models for use in drug discovery & development. Pluriomics ambition is to implement its cardiomyocyte models at various stages of drug discovery to improve decision-making, reduce attrition rates and provide an alternative for animal testing. Pluriomics, with offices in Leiden, The Netherlands and production facilities in Gosselies, Belgium was founded in 2010. Its Pluricyte cardiomyocyte models are derived from induced pluripotent stem cells and based upon patented technologies. For more information, please visit www.pluriomics.com

Job Description
The Logistics Coordinator will be responsible for the day-to-day activities of the warehouse, such as shipping and receiving of goods. He will ensure the timely flow of all materials throughout the site and interacting closely with Quality Assurance and Manufacturing. He will also ensure that all required materials are available for production in a timely manner and in sufficient quantity to avoid production delays. The scope of this position also includes preparation of shipment documentation, planning of shipments with the couriers, packaging and labeling activities and other service activities as needed.

Tasks and Responsibilities include (but are not limited to):

- Responsible for the preparation and follow up of shipments including interactions with couriers and preparation of shipping documentation
- Manage and execute daily warehousing operations including receiving, storage of materials per procedure, shipping of finished goods (Pick/pack/ship of materials);
- Ensure stock status is up to date
- To schedule and ensure timely completion of tasks
- To follow all procedures as authorized by training and report any non-compliant events to the management in a timely manner.
- Ensure effective liaison/communication with all departments, maintaining good relations at all times
- Takes a proactive, supportive role in working with the other departments
- Ensure routine support to laboratory technicians (e.g. documentation, solution preparation)

Qualifications

- Degree in a relevant discipline (life sciences or logistics)
- Experience in biotech/pharma (or other life sciences) is an asset
- Knowledge of ISO9001 Quality norm and Good Documentation practices is an asset
- Experience in storing and dispatching of goods
- Hands on mentality, solution and results oriented
- Strong organization and planning skills
- Strong team spirit, participation and flexible
- Good communicator
- Basic knowledge of Microsoft Office
- Excellent knowledge of English both written and verbal
Job location
Gosselies, Belgium

Working time
Part-time (50%)

Start date
Immediately

Interested?
Please send a motivation letter and a resume to manufacturing@pluriomics.com before September 15, 2016.