



Corporate Office:
51 Technology Drive
Anderson, SC 29625
Phone: 864.328.0008
www.poly-med.com

Part A - General Position Information

Job Title: Inventory	Department Name: Manufacturing	Reports to: Manufacturing Manager	FLSA Status: Non-Exempt
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Part B – Company Information

About Us:

Poly-Med is the leading developer of bioresorbable polymers and fibers. We help innovative medical device companies focused on improving patient outcomes. Poly-Med designs, develops and manufactures superior materials to get customer products to market in the most efficient manner with the greatest improvement to quality of life. Located in Anderson, South Carolina, Poly-Med, Inc. has been recognized as a leader in the industry for over 20 years. Poly-Med continues to grow in a multitude of medical device modalities. Our novel materials are key in actively enabling products ranging from vascular stents, hernia meshes, dental delivery systems, dental hygiene, and a variety of wound closure applications in the worldwide medical device market.

For additional information, visit our website at www.Poly-Med.com.

Our Team:

We employ a widely diverse team comprised of experts from material science, chemical engineering, mechanical engineering, bioengineering, biology, business marketing, and project management to create a work environment focused on solving tough medically related problems. Our team is energetic, resourceful, and, above all, collaborative. We are searching for like-minded talent to build on our success and continue our quest to improve patient outcomes through novel polymeric and drug delivery systems.

Part C - Position Information

Description:

This position will assist in the coordination of the flow of work and materials within and between departments and manufacturing areas. Also, will assist with all shipping and receiving activities.

Responsibilities:

- Responsible for verification and packaging of product for customer shipments.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of products.
- Correspond with departmental representatives to rectify problems, such as damages, shortages, nonconformance to specifications.
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Required/Preferable Knowledge, Skills and Abilities

- Proficient in the use of Excel, Word and PowerPoint
- Ability to use inventory control systems such as IQMS (SAP System)
- Ability to work independently and in a team environment.
- Ability to take direction and complete assigned tasks accurately and efficiently
- Ability to handle multiple assigned tasks and changing priorities
- Ability to solve problems and willingness to communicate areas for improvement
- Good data recording ability and organizational skills.
- Ability to deal effectively with time pressures, stress, and changing demands of job on a regular basis.
- Ability to handle highly confidential business information.

Education/Experience Requirements:

Required- HS Diploma with 1 plus year of Inventory – Shipping and Receiving experience.

Preferred- Associates Degree with 1-2 years of Inventory – Shipping and Receiving experience.

Environmental Requirements:

- Must be able to adapt to multiple indoor work environments (shared office space, shared lab space and production areas).

Physical Requirements:

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| <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Climbing/Balancing |
| <input checked="" type="checkbox"/> Reaching – with Arms and Hands |
| <input checked="" type="checkbox"/> Stooping/Kneeling/Crouching/Crawling |
| <input checked="" type="checkbox"/> Talking |
| <input checked="" type="checkbox"/> Hearing |
| <input checked="" type="checkbox"/> Feeling/Touching |
| <input checked="" type="checkbox"/> Vision – Close, Peripheral, Depth, Ability to Adjust Focus |
| <input checked="" type="checkbox"/> Other – Lifting 55 + pounds |