



23 Mill Brook Road  
Mill Brook Business Park  
Saco, Maine 04072  
Fax: 207-885-1079  
www.mmqci.com

## **Shipping and Receiving Technician: Molecular Diagnostic Products**

### **EMPLOYER:**

Maine Molecular Quality Controls, Inc. (MMQCI), located in Saco, Maine, designs, develops, manufactures, and sells unique quality control products used by hospital laboratories and manufacturers to monitor the accuracy of tests for genetic, oncologic, and infectious diseases. MMQCI has patented technologies to stabilize DNA and RNA for use as quality controls and continues to pursue the discovery of novel techniques useful for the development of new quality control products. We are a small, growing company and offer a relaxed but challenging work environment with opportunity to perform a wide variety of tasks in support of our customers.

### **GENERAL SUMMARY:**

The successful candidate will enjoy performing a variety of tasks at a fast pace to meet the challenges of shipping Medical Devices world-wide. Shipping & Receiving personnel support MMQCI customers, Customer Service, and Manufacturing in various ways by accurately packaging and shipping customer orders for world-wide distribution, receiving incoming supplies and updating / verifying inventory. This person enjoys being well-organized, performing detailed tasks according to established written Quality System procedures. It is expected that the Shipping & Receiving Technician will rapidly develop sufficient expertise to function independently with minimal supervision.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- With 100% accuracy, fulfills customer orders on time by pulling the required MMQCI products from inventory and preparing packages for shipment according to the appropriate cold chain requirements.
- Must recognize and comply with different requirements of the various couriers used by MMQCI.
- Is responsible for clean room gowning (hair net, safety glasses, mask, gloves, booties and lab coat) when appropriate for protection of products.
- Documents all work with 100% accuracy in a timely manner by recording lot numbers, dates, etc. on documents required by MMQCI's FDA mandated Quality System in accordance with current Good Manufacturing Practice (cGMP).
- Accurately fills out and delivers appropriate shipping documentation for invoicing.
- Maintains physical and electronic inventory



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- Receives, inspects, verifies, processes and routes all supplies into the facility and delivers them to the appropriate area. Compares receivables with order paperwork and reports any discrepancies, damage, short dates to Manager. Obtains Certificates of Analysis as needed to verify incoming specifications.
- Performs inventory of general lab supplies, rotates stock and relays order requests to Purchasing as needed. Updates inventory spreadsheets (Excel) periodically.
- Restocks various areas of MMQCI laboratories, including the Environmentally Controlled Area, as required.
- Analyzes current procedures and makes recommendations for process improvements to managers.
- May assist with customer order entry, packing slip generation, and creation of shipping labels as needed.
- Carefully and consistently follows all MMQCI's protocols to protect product integrity, including repetitive cleaning of benches, and donning of gloves, booties, lab coats, facemasks and hairnets and other Personal Protective Equipment as appropriate.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- High School diploma is required. Associates or Bachelor's degree is preferred.
- Previous experience with materials management is required.
- Familiarity with working in a lab with DNA- and RNA-based products is desired.
- Ability to perform procedures quickly but with stringent accuracy and attention to detail.
- Good oral and written communication skills
- Basic computer skills including Excel.
- Basic math skills.
- Experience in a GMP or ISO quality system industrial environment is desired.
- Must be a nonsmoker due to product contamination prevention requirements.
- Moderate lifting, walking, standing, sitting, bending, reaching and twisting required. Must be able to stand for several hours and lift approximately 50 lbs.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*



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**BENEFITS:**

- Medical insurance
- Dental insurance
- 401(k)
- Profit sharing plan
- Vacation
- Holidays
- Sick leave

**How to apply:** by Email/ No Phone inquiries accepted

*A cover letter is required.*

**Contact Information:**

Human Resources

Maine Molecular Quality Controls, Inc.

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