



Bionovo, Inc. is a drug discovery and development company focused on developing safe and effective drugs for the treatment of unmet medical needs in women's health and cancer. Our mission is to improve the quality of women's health and defeat life-threatening cancers. www.bionovo.com

WAREHOUSE MANAGER – BUYER
LOCATION: HAYWARD, CA

Description:

This position will initially support facility start up including designing, establishing, managing and performing raw materials warehousing, sampling, inventory control and the drafting and implementation of GMP documentation. Once the facility is operational, this position will be responsible for the day-to-day activities of the warehouse, shipping and receiving. Responsible for ensuring the timely flow of all GMP materials throughout the company, interacting closely with Quality Control, Quality Assurance, and Manufacturing and to 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 managing the shipment of bulk intermediate for lyophilization, packaging and labeling activities, equipment transport and other service activities as needed.

Also, the position will be responsible for procurement (buying) of supplies and equipment in support of the manufacturing facility, and will have some EH&S responsibilities.

Major Responsibilities:

- Organization, management and movement of all raw, in process and finished goods materials, warehousing and distribution.
- Interface with personnel responsible for planning and scheduling of production requirements.
- Plan and manage inventory levels through interaction and collaboration with production, supply chain and marketing for long term production plans and targeted Finish Goods levels.
- Manage and execute daily warehousing operations including staging, cycle count, receiving, storage of materials per SOP, shipping of finished goods and in-direct material.
- Generate and maintain documentation related to the materials function.
- Purchase supplies and equipment in support of the manufacturing facility.
- Prepare and track meaningful metrics and procedures to drive process improvement.

Education and Requirements:

The qualified candidate will have a Bachelors degree or have equivalent training and experience, and at least five (5) years of GMP warehouse experience, with at least two (2) years of supervision, production planning or supply chain management experience. Must have hands on knowledge and substantial experience working with an ERP, to include system implementation. Must have good written skills, and good familiarity with Microsoft Word, Microsoft Excel, and inventory control systems.

This position requires physical demands of lifting up to 25 kilograms and may involve work with hazardous materials. The position will require shift work, including weekends, off hours and holidays as needed. Will require up to 10% domestic and international travel.

The qualified candidate should have excellent communication and interpersonal skills. Must be able to independently manage assigned projects and deliver results within expectations. Completes assignments in functional area supporting department objectives and management decisions. Must be able to exercise judgment within generally well-defined procedures and practices to determine appropriate action. Coordinates cross-functional efforts to resolve manufacturing issues in projects. Demonstrates the ability to compromise and reach consensus, and resolves conflicts within area of responsibility.

Interested parties, send cover letter and resume to jobs@bionovo.com