

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 700 highly educated scientists and professionals in six locations in Europe and two in the USA, we offer best-in-class solutions for drug discovery and drug development, from small- to medium-sized molecule hits. We are large enough to matter, and small enough to care. Our services span across early stage hit finding all the way to the delivery of your early clinical drug substance API. Making molecules matter. Together.

For our Weert location, we are currently looking for enthusiastic

## **Supply Chain Specialist**

### **Full-time**

The Supply Chain Specialist is responsible for acceptance, storage, internal supply/transport and registration of goods. In addition, you are responsible for checking on proper storage practices and the transport of waste. The difference between the two function levels is the degree of problem handling, overview, independent working, responsibility and ownership.

#### **In this role, you will**

##### ***Acceptance, storage, internal supply/transport and registration of goods.***

- Execute all release purchase requisitions to purchase orders.
- Follow up on open orders to ensure on time delivery.
- Inspect materials upon receipt on completeness and correctness of the order.
- Utilize electronic order systems to report the receipt of goods to the Purchaser promptly.
- Report any defects identified during inspection to the Purchaser and/or Quality Assurance team, following their guidance on acceptance or return shipping procedures.
- Maintain accurate records of inventory levels for all materials in stock.
- Complete necessary documentation, such as the "accompany Raw material" form, following the acceptance of chemicals.
- Ensure the proper storage of received and released raw materials, packaging materials, semi-finished products, and finished products, in accordance with instructions from the Supply Chain Specialist, QC, QA staff, Purchase Officer, or Project Manager.
- Facilitate the delivery of materials from storage to Operators, Engineers, or Scientists as requested, managing associated administrative tasks.
- Perform repackaging of solvents into smaller containers as required (dispensing).

##### ***Storage and transport of waste***

- Verify compliance of waste streams for transportation, including checking the type of drum and labeling, and promptly report any defects to the Team Leader.

##### ***Cleaning***

- Perform cleaning duties according to the established schedule and maintain accurate records as necessary.
- Take ownership of the materials used during cleaning tasks and maintain their condition.



### Qualifications

- Minimum of a high school diploma or equivalent, with demonstrated working and critical thinking abilities.
- Possession of a valid lift truck driving license, preferably with experience in handling dangerous goods.
- At least 1 year of experience working in an industrial environment.
- Attention to detail with relevant procedures related to quality, safety, health, and environmental standards.
- Proficiency in using an ERP system.
- Strong problem-solving skills and ability to take initiative.
- Effective communication skills and ability to collaborate with team members.

### Job offer

An exciting position in a dynamic fast-growing organization with an attractive remuneration package and opportunities for learning and development.

### Application

Please send an email with your CV and motivation letter to our corporate recruiter, Bhumika Chawla, via: [Bhumika.Chawla@Symeres.com](mailto:Bhumika.Chawla@Symeres.com). For questions about the vacancy, please contact Bhumika Chawla (Corporate Recruiter) by phone: 06 29356156.

More information about the Symeres organization can be found on our website: [www.symeres.com](http://www.symeres.com).

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