

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 an enthusiastic

Senior Warehouse Assistant

Full-time

The Senior Warehouse Assistant 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.

In this role, you will

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

- Thoroughly inspect materials upon receipt, including checking for delivery accuracy, packaging defects or damage, and proper labeling.
- 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 (QA) 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.
- Adhere to specific instructions regarding the acceptance of excise tax goods and ensure proper documentation and archiving.
- Ensure the proper storage of received and released raw materials, packaging materials, semifinished products, and finished products, in accordance with instructions from the Supply Chain Specialist, Quality Control, 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 Environmental Health and Safety (EHS) Director.
- Conduct regular inspections of storage containers to ensure cleanliness and proper functioning, taking corrective action as needed.
- Determine the pH value of liquid chemical waste, consulting with suppliers as necessary to ensure accurate assessment.



Cleaning

- Perform cleaning duties according to the established schedule and maintain accurate records as necessary.
- Ensure proper cleaning and storage of all cleaning tools and equipment, as well as appropriate disposal of generated waste.
- Promptly report any irregularities observed, such as pest infestations, lack of cleanliness, or damage, to the manager or QA team.
- 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 forklift truck driver's license, preferably with experience in handling dangerous goods.
- At least 1 year of experience working in an industrial environment.
- Attention to detail for relevant procedures related to quality, safety, health, and environmental standards.
- Proficiency in operating relevant equipment and instruments, including lifting equipment, with accuracy and precision.
- Attention to detail with strong organizational skills and the ability to follow instructions accurately.
- 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. 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.

Acquisition based on this advertisement is not appreciated