



BioScreen® Testing Services, Inc.

Receiving Technician

Full Time
Monday – Friday, 11am –7:30pm
Some weekend and holiday rotations

BioScreen Testing Services, Inc a well-established consumer product-testing laboratory, providing services to the Pharmaceutical/ Biotech, Medical Device and OTC/Personal Care industry located in Torrance is currently seeking a full time Receiving Technician.

Responsibilities include but are not limited to:

- Receive and login samples according to written Standard Operating Procedures.
- Work with department management team to ensure samples are received and logged in properly.
- Assist distribution of supplies to Chemistry and Microbiology warehouses.
- Coordinate shipping of materials to outside vendors or Clients when needed.
- Communicate with customers or Customer Service Department to resolve issues with sample receiving.
- Assist in keeping the Receiving area clean and tidy.
- Available on weekends and holidays when needed.

Requirements:

- Excellent communication and organizational skills
- Conscientious and responsible
- Efficient in computer especially in Microsoft Outlook, Excel, and Word
- Independent and self-motivated
- Attention to detail and ability to multi-task a must

Company requires a background check and drug screen prior to employment.

www.bioscreen.com