

FACILITIES, SHIPPING & RECEIVING TECHNICIAN

REPORTS TO: DIRECTOR OF OPERATIONS

SPEED TO MARKET WITH CONFIDENCE



Company Overview

Packaging Compliance Labs, PCL, is a medical device packaging testing and engineering firm headquartered in Kentwood, MI and working with clients around the country. PCL is a small company that opened our doors in 2014 and since then, due to rapid growth, have expanded our facility three times with a fourth expansion in the works! Additionally, we have been named one of West Michigan's "Top 50 Companies to Watch". As a young, successful, and rapidly growing company, we are looking to add a Quality Engineer into our positive culture and work environment.

Job Description

The Facilities, Shipping & Receiving Technician will report directly to the Director of Operations and be a hands-on contributor to the lab team. The main responsibilities under the facilities umbrella are ensuring all equipment and facilities are functioning as intended by maintaining equipment and facility records, overseeing preventative maintenance on test equipment, maintaining facility inventories, and overseeing equipment and facilities installation and repairs while maintaining a clean and organized environment through 5S and lean manufacturing principles. Under the shipping & receiving umbrella, the technician will be responsible for owning the shipping and receiving areas. This includes receiving, inspecting, and logging all incoming shipments to the lab, communicating the arrival of samples through the ERP system, formally receiving samples by conducting preliminary inspections for damage, sorting, counting, labeling, measuring, weighing, and preparing samples for testing, as well as repacking and preparing samples for return shipment. It is expected of those in this position to follow all company policies and procedures as well as use good laboratory practices (GLP), and good documentation practices (GDP) at all times. Individuals in this position have a direct impact on the Medical Industry and are required to operate ethically and with patient safety as the highest priority.

Qualifications

- Training will be provided
- Minimum HS diploma or equivalent
- At least two years of facilities and/or shipping & receiving experience preferred
- Hi-Lo certification required

Compensation, Benefits, and Structure of the Lab Technician Position

This position is full-time with a competitive salary based on skills and experience. This position is Monday-Friday, 8:00am-5:00pm. Medical, Dental, and Vision insurance are available on the first of the month following 60 days of employment. In addition, PCL also offers a 401(k) plan with matching employer contributions, company-paid life and disability insurance, paid holidays, and paid time off.

Recruitment Steps

The recruitment process will include one phone screen, an in-person interview, candidate assessments, and a pre-employment background check.

To Apply: Send resumes to info@pkgcompliance.com