

Material Logistics Specialist

Biodex Medical Systems, Inc. - Be at the Forefront of World-Class Medical Technology

Shirley, NY

Biodex Medical Systems, Inc. a leading ISO 9001 manufacturer in the Biotechnology Industry has been providing science-based solutions to improve healthcare for over 60 years. We serve a wide spectrum of markets from radiology to rehabilitation equipment such as treadmills, elliptical cross-trainers to diagnostic tables, stretchers, and accessories for medical imaging. Our commitment to excellence is based on product design, quality and after-sales support which has created consistent demand for our products and tremendous success for our Company.

We currently have an excellent opportunity for a: Material Logistics Specialist to join our team. The Material Logistics Specialist is responsible for maintaining inventory by processing transactions, work orders and other related records, processing DMR's, debit memos, and repair PO's, purchasing all MRO suppliers, and assisting management in compiling weekly reports and maintaining department procedures.

Responsibilities:

- Daily review of all receiving and vendor packing lists. Make corrections and advise Accounting Dept. Check for receipt of outside services. Issue any missing material for completion of work order operations for outside services.
- Process PO receiving of supplier drop shipments. Forward required documents to Accounting for customer billing when required.
- Process daily inventory transactions as required.
- Perform monthly inventory closing. Run required reports and distribute.
- Provide support relating to labor back-flush for work orders. Analyze labor hours and notify Manufacturing Managers of any errors. Make corrections as required. Receive work orders as required.
- Analyze Work in Progress report weekly. Resolve any costing errors. Check for firmed or closed work orders in WIP, determine root cause and implement corrective action.
- Analyze Closed Work Orders with un-issued material. Enter necessary inventory transactions. Determine root cause and implement corrective action.
- Track and verify inventories consigned to suppliers. Research and reconcile differences. Enter adjustments as required. Notify Accounting of any significant adjustments to outside inventories.
- Attend MRB meetings. Process all DMR's, Repair PO's and Debit Memo's. Call suppliers to obtain RMA. Enter negative receiving in Visual for debit memos when items have been shipped to suppliers.
- Process all MRO requisitions for internal use items. Track and maintain inventory for office supplies to ensure adequate and efficient levels. Negotiate pricing and select suppliers to obtain best possible value.
- Receive email notification of special customer orders and route them to appropriate buyer/planner so that material can be purchased or manufactured.
- Create kanban cards as required. Maintain an Excel spreadsheet keeping track of all related data. Generate labels for kanban bins as required.
- Oversee maintenance of all copy and fax equipment. Arrange for repairs as needed. Negotiate repair contracts and service charges.

Requirements: High School Diploma/GED required with three (3) years experience in same or similar environment. Transactional accuracy and ability to communicate orally with others are required. Computer literacy preferred.

We offer an excellent benefits package. To learn more about our benefits as well as other career opportunities, visit our website at: <http://www.biodex.com/about-us/careers>

BIODEX

"The Clinical Advantage"

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected local, state or federal status. Applicants and / or employees may review the Biodex Affirmative Action Plan for Veterans & Individuals with Disabilities during business hours by contacting HR.

Applicants with disabilities requiring a reasonable accommodation in order to apply for an open position(s) can contact Biodex Medical Systems, Inc. Human Resource Department at 631-924-9000 ext. 2158.