



Materials Management Supervisor

Location: 100% on-site

Type: full-time

On Demand Pharmaceuticals (ODP) (www.ondemandpharma.com) is changing the way we make and distribute medicines—by providing them to anyone, anywhere, anytime. We are creating innovative manufacturing platforms to enable our vision to produce critical medicines at the point of care and to secure the pharmaceuticals supply chain. As a young organization, ODP offers an exciting opportunity for passionate professionals to make a difference in the world while developing career paths for advancement.

Responsibilities:

- Supervisor warehousing, shipping, receiving, and material handling activities
- Manage site purchasing of GMP materials & components by facilitating ordering and procurement routines
- Sampling of all incoming components and raw materials including API's, excipients, RLD's and intermediates
- Dispensing of all components & raw materials in support of Development and Registration batch manufacture in ISO 7/8 clean room environments and aseptic environments
- Control inventory for GMP materials and execute cycle counting procedures.
- Point of Contact for Environmental monitoring excursions and quality investigations for cGMP warehouse and Controlled Temperature Units
- Provides logistics and supply chain support of planning, preparation and equipment purchases
- Oversee transport and distribution of materials to and from departments
- Ensure GMP material needs are met through-out the organization
- Ensure execution of all activities is compliance with cGMP/GDP procedures.
- Write and revise SOPs and work instructions
- Drive process and people development in ensuring quality improvements
- Coordinate shipments between third party and ODP

Minimum Qualifications:

- Bachelor's Degree or equivalent experience
- Minimum 6+ years' experience in warehouse management, logistics, and inventory management; preferably in the pharmaceutical/biotech industry
- 3 years of supervisor experience
- Strong Enterprise Resource Planning (ERP) software experience
- Proficient in operating in a cGMP environment and adhering to cGMP guidelines
- Experience with Microsoft Office Suite (Excel, Word, PowerPoint, Access)
- Strong computer skills

Preferred Qualifications:

- Supervisory experience of 3 years
- Experience with FTIR/ Pfizer



COVID-19 Vaccination Policy:

With limited exceptions, COVID-19 vaccinations are required for all ODP employees who work on-site at our headquarters. Employees must present proof of full vaccination (ex. CDC card) or submit exemption requests to the Director of People Operations within two weeks of new employment. Exceptions to the policy are available only for those who need an accommodation for a qualifying medical reason or sincerely held religious belief or practice.

[Please click here to submit an application for this position.](#)

On Demand Pharmaceuticals is an equal opportunity employer. On Demand Pharmaceuticals does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including pregnancy, gender identity, or related medical conditions), sexual orientation, marital status, physical or mental disability, past or present military service or any other characteristic protected by law