



Engineering Inventory Specialist

Location: 100% on-site requirement

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. ODP is 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 scientists and engineers to make a difference in the world while developing career paths for advancement. ODP is seeking an Inventory Specialist for ODP's Engineering to help execute our long-term vision of developing next-generation medicine manufacturing platforms.

This position will report to the R+D Lab Manager and be responsible for:

- Assists in the design and implementation of an inventory management system for optimized inventory controls (ERP system).
- Partners with ERP Steering Committee for long-term system maintenance.
- Develops, maintains, and adheres to written inventory control procedures.
- Works closely with ODP's Finance team to ensure proper accounting methods and controls are utilized.
- Works as a liaison between Engineering and Operations teams.
- Manages inventory tracking system to record inventory transfers, adjustments, and manage stock levels.
- Performs cycle counts, blind counts, and/or full inventory counts.
- Places accurate purchase and replenishment orders.
- Analyzes daily product and supply levels to anticipate inventory problems or shortages.
- Reports on inventory levels, stock levels, and adjustments.
- Investigates and resolves inconsistencies with inventory.
- Makes recommendations to leadership about improvements in inventory lifecycle and efficiency.
- Proposes strategies to reduce inventory costs.
- Minimizes inventory loss by incorporating best supply chain practices.
- Delivers results in a high paced environment.

Minimum Hiring Standards:

- Bachelor's Degree in business, management or any related field
- 0-2 years of experience in inventory control
- Experience in establishing inventory management systems.
- Energy and passion to thrive in a start-up environment and to deliver on the mission of On Demand Pharmaceuticals.

Preferred Hiring Standards:

- Experience with supply chain management or operations.
- Individuals with technical experience in engineering field.

Physical Requirements:

- Ability to lift 40 lbs.
- Capable of navigating items at high and low heights
- Prolonged periods of standing or sitting in front of a computer



COVID-19 Vaccination Policy: With limited exceptions, up to date COVID-19 vaccinations are required for all ODP employees who work on-site at our headquarters. Employees must present proof of up-to-date vaccination (ex. CDC card) or submit exemption requests to the Director of People Operations before their start date. 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