



Manager, Shipping & Receiving
Job Code 435GH

Description:

Fate Therapeutics is seeking a Manager to oversee our Shipping & Receiving function and to develop and implement initiatives to ensure compliance with company requirements. The successful candidate will have experience developing and managing Shipping & Receiving in a fast paced, rapidly growing company and create scalable solutions. This is a full-time position reporting to the Director, Facilities and is located at our corporate headquarters in San Diego, California.

Primary Responsibilities:

- Manages the Shipping & Receiving function and staff, ensuring all duties are performed to support the needs of the organization.
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment.
- Obtains end user approvals/sign offs on all shipments received.
- Scans packing slips and maintains respective electronic receiving records.
- Communicates and resolves any shipping discrepancies with end users and vendors.
- Works closely with Accounts Payable/Accounting to ensure timely processing of receipts for month end deadlines.
- Enters receiving batches into Great Plains accounting software.
- Ensures all receiving batches are entered accurately and completely (for quantities, items and dates).
- Manages the shipment and receipt of all products, materials, and supplies.
- Collaborates and communicates with customer service representatives, service providers, and others involved in the shipment and receipt of products.
- Tracks, traces, and updates the status of incoming and outgoing shipments.
- Maintains a clean, neat, and member-ready area.
- Promptly unloads trucks and deliveries and sorts and stocks receivables.
- Engages with vendors and drivers with a positive attitude.
- Maintains a perpetual state of readiness.
- Performs other related duties and responsibilities, as assigned.

Qualifications:

- Bachelor's degree preferred and ideally a minimum of 5 years of related experience in a medical device, biotech/pharmaceutical environment.
- In depth knowledge of the Shipping & Receiving function and the ability to support the needs of the team.
- Excellent customer service skills, with an advanced understanding of customer relationship building.
- Extensive experience managing direct reports and functional teams and influencing and development of teams.
- Strong cross-functional leadership and communication skills are required to ensure progress and compliance with programs in areas where this role does not directly report.



- Demonstrated ability to design, develop, and implement Shipping & Receiving systems and programs.
- Strong technical, written, verbal, and interpersonal skills to communicate effectively with a demonstrated ability to maintain clear, accurate and up-to-date records.
- Self-motivated, flexible, able to prioritize, multi-task, and work in a fast-paced & dynamic environment.

Working Conditions and Physical Requirements:

- 100% on-site work at locations in San Diego, CA.
- The employee may occasionally lift and/or move up to 50 pounds.
- Must be able to work in controlled environments requiring special gowning. Will be required to follow gowning requirements and wear protective clothing over the head, face, hands, feet and body.
- Must be able to work around chemicals such as alcohol, acids, buffers etc. that may require respiratory protection.
- Occasional evening and weekend work will be required.

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and resume to: careers@fatetherapeutics.com and reference job code 435GH.

About Fate Therapeutics, Inc. Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor associated antigens with chimeric antigen receptors (CARs). The Company's immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.