



Shipping Associate III/II, Materials Management
Job Code 574TA

Description

Fate Therapeutics is currently seeking a materials management shipping professional to support raw material and final product management at Fate's manufacturing facility. The successful candidate plays an integral role in ensuring all products are properly packaged and delivered to their destination in the appropriate conditions and without delays. This is a full-time position currently reporting to the Manager, Materials Management and is located at our corporate headquarters and research facilities in San Diego, CA.

Responsibilities:

- Picks, packs, and ships frozen, refrigerated, and ambient temperature materials requested by Technical Operations customers ensuring conformance to procedures and request specifications.
- Coordinates and fills shipment request with requestor, couriers, distribution centers and contract manufacturers.
- Prepares and completes outbound shipments for transportation, including but not limited to: Preparation and maintenance of records and preparation goods for final shipment.
- Pick and packs cryopreserved products into LN₂ shippers ensuring line clearance and performing final product inspections.
- Transporting loaded LN₂ shipper to pickup locations and ensuring pick up by courier.
- Completes all documentation such as bill of lading, customs forms, and manifests.
- Ensure that all documentation and materials transactions are completed following Good Documentation Practices. Documentation includes shipment requests and authorizations, logbooks forms, labels.
- Resolves any shipping and delivery issues.
- Maintains inventory of packaging and shipping supplies including labels, boxes, envelopes, bubble wrap and packing tape.
- Maintains shipping reports and trackers.
- Ensure compliance of packaging and products
- Perform materials management operations, including receiving, storage, inventory management, kitting, and order processing of all materials for Fate internal and external manufacturing
- Distribute materials and stock inventory for in-house GMP manufacturing, laboratory suites, contract manufacturing organizations, and distribution centers
- Work with the electronic and paper-based inventory system to manage receipt, release, packaging, and shipment of GMP materials
- Monitor temperature conditions of refrigerators, freezers, and ambient storage of cGMP materials. This includes responding to alarms (on-call), as necessary.
- Develop or modifies Standard Operating Procedures for material management processes, as needed
- Adhere to appropriate PPE and safety rules when picking, packing, and shipping cryogenic, frozen, refrigerated and ambient material/products
- Assists or lead efforts to resolutions of Non-conformance, deviations, or out of specification reports.



- Assists on other tasks as necessary

Qualifications

- Minimum 2 years related experience preparing shipments in a regulated environment, preferably in biotech or life sciences; BS Degree preferred
- cGMP experience from Pharma/Biotech/Consumer Goods industries
- Warehouse experience related to picking, packaging, distribution of cryogenic, frozen, refrigerate and ambient materials
- Knowledge of shipping and receiving procedures
- Strong attention to detail
- Good collaborative and team-oriented skills to work well with the rest of the organization
- Ability to think on one's feet and change direction easily to accommodate the situation at hand
- Able to adjust to workload on an always changing fast pace environment
- Computer skills in Microsoft Office applications and the ability to quickly and easily learn new applications
- Experience with Warehouse Management Systems and/or ERP
- Excellent interpersonal and communication skills
- IATA and DOT Certifications
- Experience with International shipping and documentation

Working Conditions and Physical Requirements

- May need to work with hazardous materials
- Must be able to lift, carry, push and/or pull 50 pounds of equipment or supplies
- Able to stand up to 4 hours at a time
- 100% on-site work at corporate headquarters in San Diego, CA
- Evening and weekend work as necessary

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 574TA.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. 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 pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.