



**Shipping and Receiving Associate  
Job Code 605SR**

**Description**

Fate Therapeutics is currently seeking a motivated individual to support the growth and development of our shipping and receiving department. This individual will be responsible for shipping, receiving, and managing cGMP and non-GMP supplies and process development activities at Fate. This individual will perform tasks such as shipping, receiving, inventory management and material requisition reconciliation, thus ensuring all our departments have adequate access to the materials they need. Fate's development programs involve novel cell therapeutic products which present unique product manufacturing and quality opportunities that require strict adherence to process integrity and development. This is a full-time position reporting to the Manager, Shipping and Receiving and is located at our corporate headquarters in San Diego, CA.

**Major Responsibilities:**

- Collaborate in development and implementation of supply chain processes
- Perform daily supply chain operations including shipping, receiving, record keeping/documentation, inventory management, and order processing of all materials for Fate internal and external customers
- Collaborate with laboratory and supply personnel to ensure effective management of material to support in-house and external operations
- Receive materials and distribute inventory for internal Non-GMP manufacturing and GMP laboratory suites
- Proficiency in ERP and paper-based receiving/inventory systems
- Maintain accurate record of receipts
- Perform inventory cycle count and physical count
- Develop and modify SOP's for supply chain processes as needed
- Cross-train in all inventory management functions to ensure supply chain operations
- Ensure that all documentation and materials transactions are completed accurately and following Good Documentation Practices as needed
- Preparation of outbound shipments, including but not limited to preparation and maintenance of records and preparation of goods for final shipment
- Collaborate with all internal departments to ensure proper shipping of regulated and non-regulated materials, work with external shipping agents to resolve issues
- Assist or lead efforts in reconciliation of order discrepancies and follow up with purchasing, vendors and end users as needed
- Create purchase requisition requests to meet operational needs
- Assist in receiving, moving, palletizing, and shipping laboratory equipment as needed
- Adhere to appropriate PPE and safety rules
- Assist in all other shipping, receiving and supply operations deemed necessary to complete organizational goals
- Availability to work Saturdays required

**Qualifications:**

- A minimum of 5 years of experience in a regulated shipping and receiving/supply chain position, preferably in biotech or life sciences
- Familiarity with GMP from Pharma/Biotech/Consumer Goods industries preferred
- Strong attention to detail and problem-solving skills
- Proficient experience with ERP use and implementation
- Proficiency in Microsoft Office, including Excel, and the ability to learn new applications quickly and easily
- Knowledge of various inventory management systems
- Knowledge of DOT and IATA regulations
- Good collaborative and team-oriented skills to work well with the rest of the organization
- Experience in start-up process development
- Excellent interpersonal and communication skills
- Experience in a dynamic, fast paced, growing environment
- Ability to work with little or no supervision

**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
- 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](mailto:careers@fatetherapeutics.com) and reference job code 605SR.

**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). The Company's pipeline also includes 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 in patients with hematologic malignancies undergoing allogeneic stem cell transplant. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit [www.fatetherapeutics.com](http://www.fatetherapeutics.com).