



## Job Opportunity

### Materials Management Technician

Prometic Bioproduction Inc. (“PBP”) undertakes the development and manufacture of high-value plasma-derived therapeutic novel and biosimilars for Prometic’s current and future clients in a state of the art facility.

Prometic Bioproduction Inc. is experimenting a substantial growth. In order to support operations expansion, the Materials Management Technician will ensure the reception, storage and output of raw materials, equipment, supplies, finished and semi-finished products in accordance with the applicable procedures

The mandate of the Materials Management Technician will include:

- Receive all materials, equipment and consumable items into a controlled GMP warehouse and ship product in compliance with customers’ specifications;
- Store, dispense and deliver to production all necessary material as required to meet the production schedule;
- Ensure the storage of standard production waste as well as biomedical waste of the plant;
- Issue batch number and input data into various computerized databases, spreadsheets or other templates;
- Verify the receipt of purchased materials and ensure the flow of paperwork (invoices, purchase orders and requisitions) from Materials Management to the other parties involved;
- Handle all import/export documents related to the receipt and shipments of materials;
- Liaise with the Procurement Specialist to ensure that adequate and appropriate levels of materials, equipment and consumables are maintained;
- File MSDS and handle the hazardous material according to WHMIS;
- Other related duties/responsibilities as required or assigned by the manager.



The selected candidate should possess a minimum of three (3) years working experience in inventory control in an electronic enterprise system environment. The incumbent should have completed or currently be enrolled in a Certificate Program in Inventory Management. Excellent knowledge of English (oral and written) and French (oral). Ability to operate both independently and in cross-functional teams including qualified professionals of other departments.

Other requirements: Computer and software skills (Excel, Word, Outlook or equivalent).

Prometic offers a competitive compensation, a flexible work schedule and a casual working environment.

To apply, please send a cover letter and copy of your resume to [hr@Prometic.com](mailto:hr@Prometic.com) with the following reference: PBP-PROD-1707. Prometic is an equal opportunity employer. **Only chosen candidates will be contacted for an interview.** For more information about Prometic, visit our website [www.Prometic.com](http://www.Prometic.com).