

## Galen Robotics Operations & Engineering

<b>Position Title:</b>	Warehouse Lead	<b>Date:</b>	
<b>Department:</b>	Operations	<b>Job Status:</b>	Full Time Employee
<b>Location:</b>		<b>Travel Required:</b>	Approximately 10%
<b>Field Territory:</b>	N/A	<b>FLSA:</b>	Exempt
<b>Reports To:</b>	Director of Materials	<b>Direct Reports:</b>	N/A
<b>Required:</b>	N/A	<b>Experience Required:</b>	Materials Management
<b>Objective of Position:</b>	Warehouse lead will support all departments in the Galen organization with accurate details on receipts, shipments and on hand inventories. Update employees on the receipt and shipments of materials for Galen's business operation.		
<b>Other position notes:</b>			
<i>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.</i>			
<b>Job Description</b>			
<p><b>Job Summary: Warehouse Lead</b></p> <ul style="list-style-type: none"> <li>• Record Receipts from suppliers into MRP system and store to protect materials</li> <li>• Package materials for shipments, contact transport company complete shipping documents, update MRP system.</li> <li>• Inventory stored materials and report discrepancies</li> <li>• Provide hands on support and guidance to customer service representatives.</li> <li>• Generate and distribute reports as needed</li> <li>• Support the launch of next generation technologies and related services.</li> <li>• Support details regarding outsourcing, by monitoring efficiencies and suggesting cost saving opportunities.</li> <li>• Champion the Company's culture with an emphasis on team building, empowerment, accountability, creativity, achievement and speed.</li> <li>• Achieves objectives and project completion within budget and timeline.</li> <li>• Ensure implementation and refinement as required of formal process to support established engineering processes.</li> <li>• Provide support to outside vendors for receipts and shipments.</li> <li>• Proactively support Company goals and objectives, policies and procedures, the Quality System Regulation, ISO/MDD regulations, and other regulatory requirements.</li> <li>• Maintain a professional and credible image with consultants, suppliers, and co-workers.</li> <li>• Perform other duties as assigned.</li> </ul> <p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>• Ensure all activities conform to FDA requirements for GMP/QSR and ISO13485.</li> <li>• Support a work environment of continuous improvement that supports Galen's Quality Policy, Quality System and the appropriate regulations for the area supported.</li> <li>• Keep management informed to changes in work schedule and/or workload.</li> <li>• Regularly recommend and implement methods of improving the customer experience.</li> <li>• Support Company goals and objectives, policies and procedures, Good Manufacturing Practices, and FDA regulations.</li> </ul>			

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**Education Requirements:**

High School education

**Experience Requirements:**

Minimum 3 - 5 plus years related experience in a warehouse supervisory role or equivalent is required, experience in Medical device manufacturing environment is a plus.

**Skills/Qualifications/Competencies:**

- Ability to schedule daily tasks for successful completion
- Ability to change tasks as requirements change.
- Ability to work independently or lead others
- Reliable work attendance
- Attention to detail in documentation and computer updating
- Ability to think outside the box and come up with creative solutions to advance and support our solutions.
- Ability to manage diverse, simultaneous projects of varying complexities.
- Strong relationship, and problem-solving skills.
- Professional and positive approach, self-motivated, team player, creative with the ability to work on own initiative.

**Physical Factors:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to lift 60lbs
  - Position requires sitting for prolonged periods as well as stand for periods of time.

**Working Conditions:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Unplanned Activities:**

- Other duties as assigned

Reviewed By (HR):		Date:	
Approved By (MGR):		Date:	
Last Updated By:		Date/Time:	