



**Position: Shipping / Receiver Associate**

**Department: Operations**

**Location: Marlborough, MA**

### **Summary**

The incumbent will work within Akoya's Marlborough development and manufacturing facility and will be primarily responsible for carrying out various inventory control and manufacturing initiatives. They will help ensure the efficient shipping & receiving cadence is adhered to. This individual will be responsible for the daily activities of the shipping receiving office and maintaining compliance to procedures. We are seeking a highly dependable and organized individual that has experience working within small teams to achieve results. Daily involvement and communication with customer care, manufacturing, product managers and our CMO's is imperative to keeping orders flowing through our systems. We seek an individual who has experience with shipping and receiving in NAM, APAC and EMEA and can arrange freight companies and 3PL's to coordinate effectively and timely. This position reports directly to the Shipping and Logistics Manager

### **Essential Functions:**

- Perform receiving activities to ensure all receipts are properly conveyed to and coordinated with Procurement Managers
- Ensures transactions are recorded in the Company's ERP system; NetSuite
- Perform shipping activities pursuant to keeping to the shipment schedules set daily
- Maintains visibility to all orders and participates in managing shipment logistics as needed
- Conducts physical inventories and reconciliation activities under direction with functional area managers
- Travel is required to various warehouses and CMO's can be required at times
- Participates in various 3<sup>rd</sup> party warehouse and CMO activities/initiatives

### **Skills:**

- Effective and creative customer problem solving skills.
- Demonstrated success managing multiple priorities.
- Ability to handle and work under time sensitive deadlines on daily basis.
- Proven effective verbal, written and presentation communication skills.
- Demonstrated ability to use communication methods and strategies that influence desired results.
- Demonstrated ability to establish and maintain credibility, trust, and positive relationships.
- Computer skills for practical use with Email, word processing and spreadsheets.

### **Experience / Education**

- High School diploma or equivalent; and 5+ years related experience; or equivalent combination of education and experience. Demonstrated success in working in a dynamic, team-oriented



environment where an ability to multi-task is essential. Experience working in a clean room environment is required. Experience in medical device preferred.

**ACKNOWLEDGEMENT:**

I have reviewed this position description and understand my responsibilities relating to it.

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