

BioPhase Solutions is a specialized, 100% contingent, scientific placement firm that is headquartered in San Diego, with additional offices in the SF Bay Area and Long Beach. BioPhase has a solid history of supporting the hiring needs of scientific clients in California. The team in the Bay Area office has a combined 20+ years of experience recruiting scientific, clinical and engineering staff throughout Northern CA. We offer services for temporary, temp-to-hire and direct hire placements. Additional information can be found at www.biophaseinc.com.

Job Title: Operations Assistant

Location: Fremont, CA

Summary

The Operations Assistant will perform tasks such as kit packaging, inventory, shipping, receiving and facilities maintenance.

Main responsibilities include:

- Preparing products for shipment.
- Maintaining the on-site laboratory supplies storage room.
- Inventory maintenance and regular cycle counts.
- Shipping and receiving of products.
- Assisting in the manufacturing service functions including labeling, kit packaging, lab ware cleaning, liquid nitrogen tanks maintenance, etc.
- Other duties as outlined and required for the smooth functioning of the group and the organization.

Required Education/Experience/Competencies

- AA/AS in biological or biotechnology sciences or High School Diploma with minimum 1 year experience in related industry.
- Very detail oriented.
- Familiar with basic computer skills.
- Ability to lift objects up to 25 pounds.
- Willing to learn new skills and be able to work in a team environment.

Preferred Education and Experience

- Familiarity with shipping and warehouse maintenance a plus.