

JOIN THE LEXOGEN TEAM!



Supply Chain Assistant (m/w/d) – Ref. No.140

Are you excited about serving customers, do you love hands-on work as well as working together as part of a team? Are you interested in biotechnology?

If you have answered "yes" to these questions, this might be your dream job!

JOB DESCRIPTION

As a Supply Chain Assistant, you will be working in a small team, packing and shipping RNA Sequencing kits to our customers while ensuring that the cold chain of products is maintained. You will help with creating airway bills, arranging deliveries, restocking freezers with cooling materials, organizing our warehouse as well as taking care of general maintenance tasks. In addition, the supply chain team is responsible for recording and distributing all our incoming goods and products. You will be assisting with the integrity checks of articles and cold chain parcels that are received as well as ensuring the recording of information gathered during the checks. You will also assist with administrative tasks, such as keeping our work instructions updated. Your work will be a mix of physical and administrative tasks, in a friendly team atmosphere!

Responsibilities

- Packing of kits for shipment & booking couriers.
- Processing of incoming goods and deliveries.
- Integrity checks of delivered articles.
- Recording and filing of checklists.
- Restocking of storage rooms and assistance with inventories.
- Updating of work instructions.

Job requirements

- Strong hands-on mentality.
- High attention to detail.
- Willingness to work in a team.
- Ability to work independently.
- Good/basic German and English skills.
- Availability for 3 - 5 days/week.

YOU

Qualifications and experience

- Prior experience working within the Supply Chain, in a lab environment or with cold chain articles is beneficial.

Your personality

- Can-do attitude, for you “a failure is an opportunity to learn and improve”.
- You are open-minded and exhibit great team spirit.
- You enjoy meeting new people.
- You are curious and like to continuously learn.

Your aptitude

- Ability to effectively prioritize and manage multiple tasks.
- Ability to work autonomously.
- Quick learner, good listener.
- Good communication skills.
- Ability to identify problems and propose solutions.



Who we are and what we do

- We are a biotech company headquartered in Vienna, Austria, with a subsidiary in NH, USA.
- Our product portfolio offers solutions for diverse RNA analysis applications.
- Our aim is to empower our customers with innovative top-quality RNA analysis solutions and support, in order to improve health and wellbeing for everyone and our planet.
- We have already developed and launched an expanding product portfolio into the Next Generation Sequencing market, one of the most exciting and fastest growing areas in the field of “omics”.

Our culture

- We foster innovation.
- We have a strong sense of community.
- We have an engaged and positive attitude towards all our stakeholders.
- Respect, care, and fairness are non-negotiable core values.
- We aim to preserve a positive and happy work environment *.
- We value people’s potential and attitude.
- We want to have fun!

**According Robert I. Sutton’s book “The No Asshole Rule: Building a Civilized Workplace...”*

What we offer

We provide a work environment where every single team member counts! We appreciate your ideas and offer you the opportunity to give feedback in regular internal satisfaction surveys. We are open to offering a well-balanced mix of office and remote working options, taking into consideration job requirements and individual needs.

Remuneration will be based on experience and performance and is negotiable.

Please note, according to the Austrian Collective Agreement for Utilisation Group III, the legal, minimum, full-time salary for this position is EUR 2,093,98 paid 14 times per annum.

INTERESTED?

This position is available with immediate effect!

This is an exceptional opportunity to join a fast-growing biotech company at an early stage and to help in shaping a future leader in the RNA analysis market. Apply today for this position by sending your detailed CV and a cover letter stating Reference No. 140 to jobs@lexogen.com.

Come as you are, be your true self, enjoy and contribute to our success!

LGBTQIP+, BAME, Dys-X, B.-out, from Millennials to Seniors, you are all welcome at Lexogen!