

## Warehouse Manager

Job Reference: WM  
Posted: April 2021

Location: Carlsbad, CA  
Weekly Hours: 40

### Who We Are

DNA Electronics (DNAe) is a dynamic company integrating cutting edge sequencing technologies with novel biochemical techniques to create a revolutionary sample-to-answer sequencing platform. We are seeking a strong individual to contribute to the DNAe team. The right candidate will be self-starting, detail-oriented, and able to work as part of a multi-disciplinary team.

### Responsibilities:

- Generate and provide bills of lading for domestic customer freight orders; commercial invoices, certificate of origins, etc., for international shipments.
- Provide all levels of internal customer service as it relates to purchase order shipping status, shipping coordination, and carrier issues.
- Receive, inspect, count and put away incoming shipments quickly and accurately.
- Support all daily logistics questions.
- Performing daily safety checks on forklift.
- Process purchase requisitions from multiple company departments.
- Preparing the warehouse for inventory counts.
- Create, enter and receive purchase orders in database and business accounting system.
- High accuracy and high-volume data entry.
- Enter new vendor information into the business accounting system.
- Review orders to identify errors. Correct errors or communicate them to the responsible party for correction.
- Organize and file purchase order and other records.
- Interface with team members in multiple departments (i.e. shipping, accounting, manufacturing) to ensure document and information flow follows established processes and procedures.
- Respond to internal questions regarding purchase order status.
- With a demonstrated ability to work quickly and accurately, the position will provide the opportunity to perform other projects or other duties as assigned.

### Person Specification

We are looking for people with a passion for their work - people who strive for exceptional results, but who can deliver pragmatic solutions on time. DNA Electronics' staff members enjoy and thrive on working in an interdisciplinary team but can also work independently and use their own initiative. The ideal candidate also likes to contribute to solving problems outside their field of immediate expertise and is an effective communicator.



**Education:**

- Associates Degree, or working equivalent, and 5+ years of experience is required.

**Desired Qualifications & Experience:**

- 3+ years order entry experience in an electronic purchasing system (EPS) is necessary.
- Attention to detail and ability to work quickly with minimal error.
- Strong organizational skills.
- Demonstrated ability to work under tight deadlines in a fast-paced environment.
- Ability to interface with multiple departments and individuals.
- Strong work ethic initiative and ability to focus on the assigned tasks.
- Experience with Warehouse management.
- Proficient in MS Office programs (Word, Excel, PP, Outlook).

**Location**

DNA Electronics Inc, Carlsbad, CA

**Apply**

If you believe you meet the above criteria and would relish playing a key role in developing a revolutionary technology, we would be delighted to hear from you.

We offer a competitive compensation package to successful candidates.

Please email your CV and cover letter to: [HR-US@dnae.com](mailto:HR-US@dnae.com) quoting

**Your name and the job title** in the subject line.

For more information about DNAe, please visit our website [www.dnae.com](http://www.dnae.com)

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