

**Associate, Shipping Receiving
Reference 17-17**

Posted: April 2017

About us:

At Arbutus we have a vision: to cure chronic Hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Doylestown, Pennsylvania, USA.

About the role:

Arbutus has an opportunity for an Associate, Shipping Receiving to join our team in Burnaby. The Associate, Shipping Receiving will be responsible for the effective shipping and receiving of materials, parts, supplies and equipment in support of Arbutus Biopharma's product pipeline, in line with corporate and project objectives and in accordance with all appropriate regulatory, scientific and corporate standards.

If you are looking to join a team with a proven track record in drug discovery and development, and are as passionate as we are, we want to hear from you.

Responsibilities will include:

- Managing the shipping of all goods from the Company and external storage sites, including packaging where requested and the preparation of appropriate paperwork to accompany goods.
- Following up on shipments, and coordinating logistics with freight forwarders and external parties (e.g. courier companies, Canadian customs, border brokers) to resolve problems and expedite the progress.
- Liaising with courier companies, both local and international, to obtain the required level of service at the best negotiable price for Arbutus.
- Coordinating Clinical shipments between offsite storage locations.
- Receiving all goods into the Company, including the checking of goods against purchase orders and bills of receipt, accepting or rejecting goods based on visual inspection of their as-delivered condition, appropriate storage and delivery to, or notification of, internal customers.
- Works closely with Purchasing to ensure purchase requisitions and ordering supplies and materials complies with internal controls procedures.
- Ensuring timely shipping of supplies in accordance with requirements of Clinical Study Managers.
- Supporting the Arbutus' inventory control system, monitoring inventory stock levels and maintaining controlled/quarantine material logs.
- Ensuring that all shipping and receiving activities are conducted in compliance with any pertinent regulatory or GMP requirements, and in accordance with scientific standards, safety standards, ethical and professional values, established priorities, policies and practices of the Company.
- Cross-training staff in receiving and facilities areas.
- Other duties as required.

Qualifications:

- Diploma in Biotechnology related discipline and minimum two (2) years directly related experience, or an equivalent combination of education and experience
- Working knowledge of shipping regulations and guidelines
- Experience with Inventory control systems preferred
- Proven performer in a fast-paced dynamic working environment
- Strong interpersonal and communication skills
- Exceptional attention to detail
- Experience with Clinical trials supplies would be an asset

Contact Information:

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web: arbutusbio.com

How to Apply:

We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating your surname in the filename (**for example: SmithJane-cover-CV.pdf**) and position title and reference number in the subject line of the email ("**Associate, Shipping Receiving #17-17**").

About your Application:

At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes received, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.