

Operations Specialist

About the job

Biom Pharmaceutical Corporation, a global leader in microbiome targeted products, has the vision to become the world's most innovative, microbiome-optimized probiotic feminine care provider. Our VagiBiom® brand of probiotic feminine care products are the world's first preservative-free probiotic line to increase the quality of life and confidence of millions of women. At Biom Pharma, we value a gratifying environment where career goals are achieved and always rewarded. With a commitment for innovative service and product development excellence, our visionary founders and loyal customers have contributed to our company's steady year over year growth and success since 2016.

Job Summary

Reporting to the General Manager & SVP of Operations (Consumer Products), the Operations Specialist will have tactical ownership of Biom Pharma's Inventory Management program, ERP, Order Management and EDI including maintenance, data entry and accuracy of system data, outputs and input. Attention to detail is a necessity. The position will work closely and in harmonization with internal stakeholders (Supply Chain/Logistics, Manufacturing and Operations) and with external retail partners.

Duties & Responsibilities

Under the supervision of the General Manager & SVP of Operations, the duties and responsibilities of the Operations Specialist include:

- Daily processing and maintenance of Inventory in the system
- Order Management
- Tactical ownership of Systems including; ERP, EDI and Order Management programs
- Retail invoicing and dispute resolution
- Key tactical contributor to the Operations and Supply Chain strategy
- Key contributor to the development of Quality processes and procedures.
- Assists Leadership Team with Executive Level tasks as needed
- Maintains a clean and safe work environment

Desired Qualifications

- Prior experience working in a production or manufacturing setting under cGMP, FDA or USDA regulated environments
- Prior customer service experience
- Prior technical or functional experience working with ERP, Order Management or Planning systems like AS400, Oracle, SAP, NetSuite or Odoo
- Prior technical or functional experience working with EDI systems
- Working experience in MS Word and Excel preferred
- The ability to succinctly communicate effectively with stakeholders both internal and external to the company

Compensation

- Competitive Pay
- 11 Paid Company Holidays
- 4 Days Paid Time Off
- 3 Days Paid Sick Time

Biom Pharmaceutical is an equal employment opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, orientation, national origin, disability status, protected veteran status or any other characteristic protected by law. The Above Statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhausted list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential of this position.