



## JOB DESCRIPTION

Position Title: Materials Coordinator

Reports to: Director of Manufacturing Operations

Department: Manufacturing Operations

Revised Date: JAN. 2023

---

**PURPOSE OF JOB:** The Materials Coordinator is responsible for planning, implementing and managing Aerin Medical's shipments of products and components. Main duties include ensuring shipments of products and components to and from vendors and customers are completed in a secure, accurate, & timely manner.

### MAJOR DUTIES AND RESPONSIBILITIES:

- Day-to-day oversight and management of the warehouse and inventory storage locations.
- Support order fulfilment and finished product distribution/shipment to customer and distribution centers as needed.
- Manage shipping logistics relating to component and finished goods, including import/export control.
- Accurately complete all paperwork for manufacturing lot control and traceability.
- Maintain all labeling, signage and organization of components, product, and returned goods.
- Build and maintain professional relationships with relevant internal and external stakeholders (such as warehouse workers, vendors, purchasing managers, suppliers etc.)
- Identify shipping issues and implement solutions in a timely manner

### EDUCATION REQUIREMENTS:

- High School Diploma or equivalent
- College degree in operations, or related fields preferred

### EXPERIENCE REQUIREMENTS:

- Minimum 3 years of operations experience in a medical manufacturing environment.

### OTHER QUALIFICATIONS:

- Experience working within medical device quality systems including FDA, ISO, and California state regulations or other regulated bodies.
- Experienced with ERP systems, experience with Netsuite preferred.
- Demonstrated ability to work well with others in a proactive and constructive manner
- Strong communication skills, both verbal and written that allow for effective communication with all levels of management
- High level of initiative is a must
- Able to operate a pallet jack and other warehouse equipment for moving large shipments
- Able to lift up to 45 lbs.