



## Towards Safer Therapies

In the heart of the science and business location **Heidelberg**, GeneWerk GmbH has found ideal conditions for steady growth. For six years, the company with its experienced and motivated staff has been offering NGS-based molecular biological **analysis services**, especially for companies in the **pharmaceutical, life sciences and biotechnology industries**. The aim is to advance the development of innovative therapies such as **gene and immunotherapies** through comprehensive safety analyses. Safe and effective therapies are thus within reach for many diseases.

In addition to pure research contracts and preclinical testing, the analyses also include examinations of patient material as part of clinical trials. In particular, the guidelines of the European Medicines Agency (**EMA**) and the U.S. Food and Drug Administration (**FDA**) must be observed.

Through the merger with **Protagen Protein Services GmbH**, GeneWerk was able to expand its portfolio to include protein characterisation, identity, purity, potency and capsid loading to become a **full-service partner** for the development of novel therapies by the biopharmaceutical industry.

We are looking for a dedicated individual to join a great team as soon as possible:

## Inventory and Logistics Manager (m/f/d)

### Spectrum of Tasks

- Manage the inventory and logistics team and carry out supervisory responsibilities in accordance with the organizations policies and applicable laws.
- Interact with authorities in Germany and the US to get the necessary approvals for shipment of biological specimens.
- Organize and supervise the handling of genetically modified organisms (GMO) and the relevant documentation according to S1/S2 regulations.
- Organization of short and long-term storage for each shipment of samples received for testing.
- Ensure accurate sample inventory as well as adequate freezer space through return or disposal of materials with client approval.
- Provide for packaging and shipping of outgoing samples, supplies and documents in accordance with international Air Transport Association (IATA) regulations.
- Answer client inquiries concerning the handling and shipping of samples as well as provide cross-functional support to other departments as required.
- Identify potential gaps in compliance, provide appropriate risk assessment and monitor the implementation of measures to mitigate these.
- Track as well as complete all paperwork and documentation as required according to GxP regulations. Proactively track pending receipts and resolve issues with program managers
- Create, contribute and review functional SOP's and validation documentation as needed.

### Requirements

- Successfully completed high school diploma with minimum of 7 years' experience in inventory and logistics or equivalent combination of education and experience.
- Experience in handling biospecimen under GxP regulations as well as in shipping of dangerous goods.
- Thorough knowledge of S1/S2 regulations for shipment of genetically modified organisms.
- International Air Transport Association (IATA) certification.
- Good knowledge of IT systems (ERP, LIMs, etc.).
- Ability to work effectively as a member of a team and lead a team.
- Fluent German and English language skills (both oral and written) to work in an international team and with international customers.
- Self-driven, highly motivated attitude with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Well-organized, assertive and pragmatic personality.

**We are looking forward to receiving your complete and comprehensive application including your earliest starting date and your salary expectation in one or two PDF files via e-mail:**

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69120 Heidelberg, Germany | [personal@genewerk.com](mailto:personal@genewerk.com)

We are also happy to answer questions on the phone:  
+49 6221 42790-13 | Contact Person: Luisa Wassermann

## **Our Offer**

- A collaborative, professional and motivating working environment in a dynamically growing life science company;
- Fixed salary; company pension opportunities;
- Flexible working environment (working via home office possible);
- Expanding quality department and the ability to help shape the future program;
- Professional and personal development opportunities;
- Pleasant working atmosphere within our international team.