

Order Management & Logistics Manager



Beverly, MA | Location

Send your resume to careers@seqwell.com

Join the seqWell journey!

Do you enjoy the challenge of figuring out how to accelerate research by creatively leveraging your competencies and expertise? Our mission at seqWell is simple. We strive to unlock the full potential of modern NGS instrumentation through a transformative library prep technology called plexWell™. Our workflow enables scalable multiplexing with fewer steps and cost-consuming normalization to achieve greater efficiency, cost savings, and minimize time to results.

What we are looking for:

seqWell Inc. is seeking a talented order management and logistics manager to join our rapidly expanding team. Our company's mission is to revolutionize NGS library prep via products that help unlock the full potential of modern DNA sequencing instruments. Building on core strengths of molecular reagent design and workflow engineering, seqWell's product portfolio allows improvements in the scale and quality of DNA sequencing results. Our plexWell™ platform is a transformative library prep technology that allows for simple, scalable multiplexing with less time and cost-consuming normalization.

As we grow and expand our capacity in our Beverly, MA facility, we are seeking an order management and logistics manager to manage all receiving, storing, and shipping. As a member of the growing team, you will coordinate all shipping, assembly, and inventory control activities related to product distribution. You will ensure the accuracy of all incoming inventory and outgoing product and purchase raw materials for manufacturing and/or R&D.

You will plan and buy raw materials and products to support all parts of the business and be responsible for maintaining inventory levels supporting production, service, and customer requirements. This position also encompasses customer service activities to include order management, order processing and fulfillment and acting as the front line of support for multiple departments across the organization.

This position provides a wonderful opportunity to work with a growing team with significant potential for personal and professional development. The ideal candidate will have experience with logistics, preferably in life sciences.

How you will contribute:

- Manage order entry and customer service system
- Assist customers with inquiries, billing questions, or other related issues utilizing CAPA process where appropriate
- Direct customer calls to appropriate department
- Authorized to procure materials to support production schedules
- Assist in the manufacture, packaging, and shipping of all products
- Issue Purchase Orders as appropriate.
- Provide procurement support to all departments
- Perform Inventory cycle counts at regularly scheduled intervals and adjust as necessary.
- Verify shipments for accuracy and reports problems to direct supervisor.
- Unpack and process incoming shipments matching packing slips to deliveries.
- Perform ERP transactions using Netsuite for incoming and outgoing products.

What you will bring:

- Experience with ERP systems required, preferably Netsuite
- Ability to manage multiple responsibilities at once
- Good management and organizational skills.
- Bachelor's degree preferred
- 5+ years in inventory/logistics role, preferably within biotech/pharma
- 2+ years customer service experience

Be a part of the seqWell team today!

seqWell is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: seqWell is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of