

Production Planner

Beverly, MA | Location

Send your resume to careers@seqwell.com

Join the seqWell journey!

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™ and purePlex™. Our workflow enables scalable multiplexing with fewer steps and cost-consuming normalization to achieve greater efficiency, cost savings, and minimize time to results. We are a fast-moving, innovative company focused on customers while providing a fulfilling work environment for our team members.

What we are looking for:

As we grow and expand our capacity in our Beverly, MA facility, we are seeking an experienced Production/Materials Resource Planner. As a member of the Operations team, you will support Operations and Purchasing by assisting with scheduling and ordering of materials. Additionally, you will work closely with internal stakeholders to ensure materials are available on time to meet the manufacturing schedule. As a result of your ability to independently manage day to day activities and issues and obtain management guidance for strategic or complex topics, you will support the continued success of seqWell. This position will report to the CTO.

How you will contribute:

- Build and manage material requirements plans to incorporate into our NetSuite ERP system
- Coordinate manufacturing planning closely with Operations to optimize schedule adherence
- Identify areas of raw material risk and lead cross functional teams to problem solve
- Align and collaborate across departments (Sales, Operations, Logistics, R&D, Quality Control, Finance, etc.) to ensure that the supply of materials are available as needed (e.g. lead-times and material quality concerns)
- Author supply chain-related Standard Operating Procedures (SOPs) and BOMs as needed
- Perform tasks in a manner consistent with seqWell's quality management system
- Analyze business trends, material consumption history, identify risks and opportunities for improvement
- Raise backorders or supplier performance issues to Purchasing Team
- Ensure accurate rolling component forecasts are available to support strategic sourcing process and ongoing communication on future needs with our suppliers
- Review inventory on a regular basis, create inventory projections and report across Raw Materials, WIP and Finished Goods

What you will bring:

- Bachelor's Degree or equivalent with 2+ years in supply chain planning and ERP in a production or biotech environment
- Netsuite experience or expertise required
- Proven business acumen, problem solving and critical thinking skills
- Demonstrated expertise in ERP/MRP Planning systems, including all relevant planning parameters such as inventory controls, replenishment, warehouse management and procurement functionality in ERP.
- High proficiency with Microsoft Office software (Excel, Word, Access, Outlook).
- Ability to develop and provide reports to satisfy ongoing inquiries on inventory, capacity and product availability.
- Analytical skills; fluent with ERP and Excel
- Excellent interpersonal, verbal, and written communication skills

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 discrimination and harassment.

66 Cherry Hill Dr., Beverly, MA 01915 | seqwell.com