



CellGenix ([www.cellgenix.com](http://www.cellgenix.com)) is one of the leading manufacturers of high-quality reagents for human cell culture in the preclinical and clinical environment of regenerative medicine. Our products are used by leading clinicians in patient trials world-wide as well as by commercial organizations developing and manufacturing cell-based therapies. Based in Southern Germany, with offices in Portsmouth, NH, CellGenix has a solid background in GMP manufacturing of recombinant protein pharmaceuticals.

For our office at the Pease Tradeport in Portsmouth, NH we are looking for a

### **Logistics Assistant (40 hrs/week – 8:30AM-5:00PM)**

#### **Duties and Responsibilities:**

- Answer phone and e-mails from customers, cooperation partners and colleagues during regular business hours.
- Receive incoming orders from the US and Canada. Perform sanity check and forward on to Logistics at CellGenix HQ.
- Pack/ship some orders from local inventory. Work with freight forwarder.
- Document all relevant activities (e.g. quotes).
- Resolve customs issues together with Logistics at CellGenix HQ.
- Manage local inventory of product.
- Track shipments for statistical purposes.
- Process Customer invoices and track payment status.
- Maintain office functionality.

#### **Qualifications:**

- Relevant experience or training in office management and logistics.
- Strong customer focus/service skills.
- Some experience or exposure to accounts receivable.
- Problem-solving skills.
- Excellent oral and written communication skills.
- Understanding of and affinity to MS Office products.
- Results-oriented professional demeanor.
- Ability to lift up to 40 lb.
- Knowledge of the medical or life science industry is a plus.
- Able to adapt and be flexible in a dynamic team environment.

All applications, including a possible start date, should be sent to: [infoUSA@cellgenix.com](mailto:infoUSA@cellgenix.com)