Job: Inventory Control Specialist
Location: Research Triangle Park, NC
Start Date: Immediate

bioMASON is a unique biotechnology start-up manufacturing company with a natural process that will significantly revolutionize the building and construction industry. bioMASON employs microorganisms and chemical processes to manufacture biological cement-based building materials in ambient temperatures.

Concrete is the second most consumed substance on earth following water. The production of cement accounts for over 8% of global CO2 emissions. bioMASON is driven by scaled proof that there is a better way to reduce these emissions.

bioMASON's products include proprietary manufacturing processes and materials. bioMASON's products make it possible to manufacture in ambient temperatures using locally available materials, without using fuel or heat sources. bioMASON enables savings in energy costs and zero carbon emissions.

bioMASON offers the opportunity to manufacture biological cement materials with a revolutionary process that does not use fossil fuels. Instead, products are grown in less than 72 hours using natural biocement® as a binder for aggregates. Aggregate materials are waste and locally sourced. Biocement® Products enable manufacturing to take place in ambient temperatures, using existing concrete equipment. bioMASON made products with biocements are tested in ASTM standard labs for strength and durability and exhibit higher performance.

bioMASON is distinguished by its unique technology, manufacturing costs, the use of local materials, greater environmental responsibility, customizable manufacturing process, and relatively low capital requirements.

The first commercially available product is bioLITH® Tile. The company competes in the marketplace through direct manufacturing and contracts.

bioMASON is privately held and headquartered in Research Triangle Park, North Carolina. For additional information, please go to the company's website at www.biomason.com.

bioMASON is seeking an Inventory Control Specialist. This position will report to our Accounting & Purchasing Manager and will be responsible for developing and managing a best practices inventory control program.

Minimum Qualifications:

- High school diploma or equivalent required.
- Experience with computerized inventory systems required.
- Forklift operator certification preferred.
Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Must be able to navigate warehouse and reach items both high and low.
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing.

Responsibilities, Tasks and Outcomes:

- Maintains consistent stock of inventory.
- Establishes and maintains backup source for high-demand items.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Provides inventory reports to purchasing and inventory control manager.
- Develops and maintains good working relationships with vendors.
- Maintains accurate daily records of goods received and shipments made.
- Conducts frequent spot and partial audits of physical inventory.
- Assists with periodic (at least annual) physical inventory audits.
- Operates forklift truck when necessary.
- Stores items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Receives and counts stock items, and records data manually or on computer.
- Marks stock items, using identification tags, stamps, electric marking tools, or other labeling equipment.
- Verifies inventory computations by comparing them to physical counts of stock and investigate discrepancies or adjust errors.
- Issues or distributes materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Disposes of damaged or defective items or returns them to vendors.
- Cleans and maintains supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Recommends disposal of excess, defective, or obsolete stock.
- Prepares and maintains records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Determines proper storage methods, identification, and stock location, based on turnover, environmental factors, and physical capabilities of facilities.
- Conferences with engineering and purchasing personnel and vendors regarding stock procurement and availability.
- Performs other related duties as requested.

Required Knowledge, Skills and Abilities:

- Excellent communication skills with plant workers, facilities staff, and outside vendors.
- Basic understanding of inventory control procedures.
- Proficient keyboarding skills.
- Extremely organized and able to work with minimum supervision.
• Ability to develop professional relationships with outside vendors.
• Ability to perform basic math calculations.
• Give full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.

The Candidate Must Be:

• Highly organized and possess excellent attention to detail.
• Creative, flexible, proactive, punctual, persistent.
• A team player.
• Able to self-manage.
• Comfortable with a demanding, fast-paced work environment.
• An excellent communicator.

All bioMASON Employees should:

• Consistently demonstrate honesty and integrity through personal example.
• Follow all safety policies and proactively engage in safety initiatives.
• Produce high quality work with a focus on first time right.
• Exhibit a passion and aptitude for learning with an analytical mindset.

Must have reliable transportation to the RTP/ Raleigh area.

Please send your resume and fully completed application to jobs@biomason.com with the heading “Inventory Control Specialist”.

The bioMASON Career application may be found on bioMASON’s website, under the “Career” tab.

bioMASON Inc. takes affirmative actions as an equal opportunity employer to attract, promote, and retain the most fully qualified candidates without regard to race, creed, religion, color, citizenship status, national origin, sex, age, sexual orientation, predisposing genetic characteristics, genetic information, marital status, status as a domestic violence victim, arrest record, disability, military status, disabled veteran, recently separated veteran, Armed Forces Service Medal veteran, other protected veteran or other characteristic as protected by law.
EOE M/F/D/V