

# More than a job. We make the DIFFERENCE.

## JOIN CSM !



To strengthen our Warehousing & Distribution Department, our fast growing company is currently seeking a highly motivated and enthusiastic

### Warehousing & Distribution Operations Assistant

This position is based in Mont-Saint-Guibert (Belgium)

#### Main responsibilities

- Register information in the management systems
- Prepare documents for the Operational activities
- Create the purchase orders towards the supplier with the approval from the Warehousing & Distribution Manager
- Perform the validation and/or qualification of shipping boxes
- Develop, write and update the WI & SOP related to Warehousing & Distribution activities
- Be the main contact point on day-to-day activities for the Warehousing & Distribution Department:
  - Contact with Quality Unit and Project Management Department
  - Ensure link towards Warehousing & Distribution Team Leader
- Work closely with the team on the floor:
  - Understanding of operational processes
  - Problem solving
- Work closely with the Warehousing & Distribution Manager by informing him/her immediately regarding any deviations, non-conformities or issues.
- Participate to the Continuous improvement in order to gain in efficiency and efficacy on Warehousing processes

#### Skills

- Logistics operational background or relevant industry experience
- Able to understand and use an IT system quickly
- Very familiar with computers (Outlook, Excel, Word)
- Awareness of legal and quality requirements/ standards (GMP – GDP knowledge is an asset)
- Fluent in French and English
- Team spirit & Team worker
- Stress resistant
- Excellent communicator
- Assertive, dynamic and stringent
- Customer oriented

#### Offer

At CSM, we understand our work within the clinical trial process could not happen without our dedicated employees. That's why we are striving to provide our employees with a challenging working environment which still promotes a work-life balance. We provide competitive compensation and a complete benefits package.

If you have the desire to play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: [HREurope@csmondemand.com](mailto:HREurope@csmondemand.com)

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#### *Delivering First Class Clinical Packaging Solutions*

*CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need.*

*CSM is designed to be agile, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality.*

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