



Position Advertisement

LIGHTHOUSE Instruments LLC is the world leader in laser-based headspace analysis of pharmaceutical products and has supplied machines and services to the pharmaceutical industry for over 20 years. Lighthouse is organized into three business units: Instruments, Automation devices, and Measurement Services. LIGHTHOUSE Instruments LLC Headquarters, R&D, and manufacturing are located in Charlottesville, Virginia, USA. LIGHTHOUSE Instruments BV, located at the Amsterdam Science Park, supports the product lines' sales and marketing and is a laboratory service supplier to European customers.

Our Charlottesville, Virginia office is currently seeking career professionals in the following area:

Receiving and Inventory Associate

The Receiving and Inventory Associate is responsible for receiving and stocking all incoming shipments and materials delivered to the company's facility.

Essential Functions

- Process all daily receipts and notify the requisitioner.
- Stock all inventory material in pre-defined locations in a manner that is safe and prevents damage.
- Helps to resolve vendor packing list issues.
- Process receiving transactions in the company ERP system.
- Conducts planned inventory cycle counts.
- Pulling required materials from inventory to assemble kits for manufacturing.
- Process kit transactions in the company's ERP system.
- Other duties as assigned by management.

Position Qualifications

- A High School diploma or equivalent is required.
- A Minimum of four (4) years of proven and demonstrated experience in receiving and stock room experience in a manufacturing environment.
- Familiarity with QuickBooks or other ERP software.
- Above-average ability to be flexible, organize, manage time, and set/shift priorities while meeting deadlines required.
- Proficiency with Google G-Suite and Microsoft Office.
- Customer service oriented.
- Active listening and clear communication skills.
- Practical problem analysis and resolution skills.
- High interpersonal and relationship skills are essential, with the ability to handle situations with poise, tact, and diplomacy.
- A team player who can cultivate a team spirit within the department and maintain positive interdepartmental collaboration.
- Ability to interpret, adapt, and apply Organization guidelines and procedures within the position and the department.

Lighthouse Instruments LLC offers competitive benefits and a compensation package consisting of medical, dental, employer-sponsored IRA retirement, life insurance, disability, discretionary annual bonus potential, and holiday and time-off provisions.

If you are an experienced and qualified professional with scientific and personal integrity, dedication to pursuing excellence, a passion for science and innovation, and a commitment to customer and team respect, please email your cover letter and resume to Human Resources at careers@lighthouseinstruments.com.