



Inventory Administrator

About Aran Biomedical:

Aran Biomedical design, develop and manufacture implantable medical devices, as an outsource partner to many of the leading, global medical device companies. Our innovative technology focus and biomaterials expertise foster a dynamic culture, which delivers next-generation implantable solutions.

Aran Biomedical's facility is situated along the Wild Atlantic Way in Spiddal, overlooking the Galway Bay and is just 15 minutes from Galway City by car. As we continue to grow and expand our facilities, we are looking for like-minded people to come and join our team.

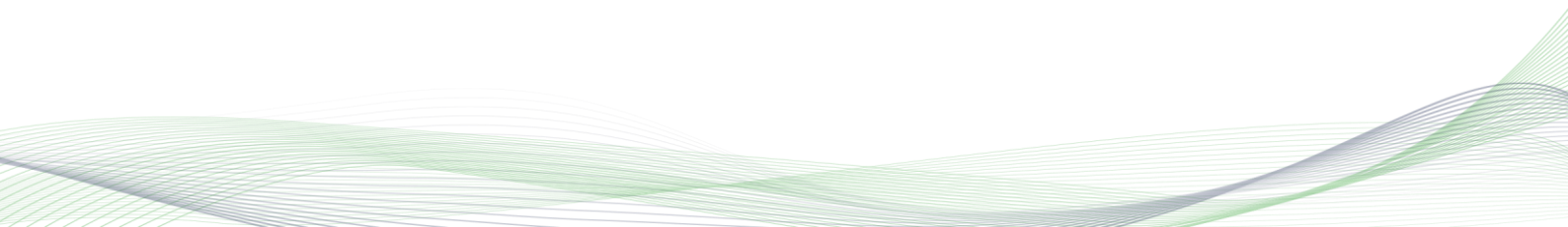
About the Role:

Reporting to the Supply Chain Manager, the Inventory Administrator will support the physical and ERP-system-based movement of raw material, sub-assembly and finished goods stock through the plants and to our customers- with high attention to detail and transactional-accuracy a key requirement for this role. Full training will be provided on all aspects of this role and will be concerned with how Aran Biomedical controls and maintains accurate inventory-data at all stages in the plant through a computerised ERP-software system.

Duties and Responsibilities:

The Inventory Administrator will be principally engaged in the following tasks:

- Production Work order kitting transactions / Inventory-adjustment transactions through Aran Biomedical's on site ERP Computer System (SYSPRO ERP System).
- Conducts cycle counts for inventory accuracy requirements as required to ensure physical inventory count always matches ERP System data
- Ensure accuracy of all data transactions, records and adjustments as pertaining to onsite inventory.



- Participate in the periodic Physical Inventory counts and other related duties as assigned.
- Responsible for timely processing of all inventory-recording tasks and maintaining an organised work environment
- Provide warehouse-based assistance when required for Customer Order Shipments (Production)
- Provide warehouse-based assistance when required for Customer Order Shipments (Engineering)
- Completion of all required documentation (Airway Bills, Freight Carrier Slips, Commercial Invoices etc) as relating to all Inventory shipments when required
- Assist in printing of Production Labeling Kits for Production work-orders.
- Carries out other duties as assigned by the Production Supervisor
- There will be a strong linkage with the Quality Assurance department in supporting the Regulatory and Compliance requirements of an ISO13485 organisation. This will encompass NCR and CAPA ownership and resolution.

Key Requirements for the Role:

- Leaving Certificate / under-graduate Certificate or equivalent is required. Formal education in related technical discipline is desirable.
 - 2+ years of experience in a similar role is high desirable
 - Working knowledge of Inventory-Management/ERP systems and transactions is highly desirable
 - Strong administrative abilities are required of this role
 - Excellent interpersonal, communication (written and verbal) and organisational skills
 - Computer literate in Windows based environment (Excel/Word); knowledge of inventory management systems a plus, Excel and Microsoft Word
 - Must be able to communicate effectively and keep detailed documentation.
 - Working knowledge of Inventory-Management/ERP systems and transactions is highly desirable
 - Excellent interpersonal, communication and organizational skills
 - Full Clean Driving License
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