

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Job Title: Materials Handling Technician
(Effective 8.30.23)

Company Overview

TECHLAB®, Inc. was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit www.techlab.com.

Job Summary

The job of the Materials Handling Technician is to assist the Materials Management Coordinator and Shipping Coordinator with duties as necessary. This job includes operating power equipment and pulling and packing shipments to distributors and customers. The Materials Handling Technician reports to the Warehouse Supervisor.

Work Activities

- ⌚ Operate power equipment as necessary
- ⌚ Assist with pulling and packing shipments to distributors and customers.
- ⌚ Pull materials and inventory for Production and other departments as requested.
- ⌚ Process all orders being shipped to customers
- ⌚ Act as backup for the Materials Management Coordinator
- ⌚ Check emails to know when to monitor inventory.
- ⌚ Assist with Courier duties as needed.
- ⌚ Other duties as required by the department.

Tools and Equipment Used

Safety/Steel Toe Shoes
Yellow Safety Vest
Microsoft Office Suite
Forklift
Two-Wheeled Dolly

Job Context

TechLab® maintains a climate controlled environment for the job of Materials Handling Technician. An employee in this position must be able to lift upwards of 75lbs. A typical workweek is Monday through Friday 8:00 to 4:30 or 8:30 to 5:00. Overtime is occasionally necessary with or without advance notice.

Minimum Qualifications

High School Diploma or Equivalent

Clean driving record