



### **Operations Associate**

We are currently seeking an Operations Associate for our Canonsburg, PA office.

NBS Scientific is located just south of Pittsburgh in Canonsburg, Pennsylvania. NBS Scientific has over 15 years of experience in providing high quality and innovative products to the life science research market and is experiencing high growth above the market average. As a growing top provider of services and products in the life science research market, NBS Scientific sets a fast pace in order to keep up with the demands of a large customer base in universities, research hospitals, government accounts, biotechnology companies, pharmaceutical companies, diagnostic companies, industrial companies, and biorepositories.

### **Responsibilities:**

- Create and send order confirmations
- Log and archive customer purchase orders
- Update our internal system with delivery dates from suppliers
- Perform quality checks on products
- Prepare and ship customer orders
- Track past due invoices and contact customers for payment status
- Initiate quality control reports when necessary
- Order and maintain stock of office supplies
- Other tasks as needed

### **Requirements:**

- Bachelor's degree or equivalent business experience
- Proficient in MS Word, Excel, PowerPoint
- Excellent verbal and written communication skills
- Attention to detail
- Capable of working both independently and as part of a team
- Must be a hard worker that can thrive in a fast pace environment
- Ability to lift up to 50lbs

*This position offers a competitive compensation plan. We also offer excellent benefits, including: health, dental and disability insurance and a 401K plan with company match.*