

Job Title: Kit Dispatch Assistant

Inception Lifebank Cord Blood Program is a growing biotechnology company based in Mississauga. We offer our employees a modern day, open concept, team-focused environment, where you can dress casual every day. We also offer a competitive compensation and benefits package and are known for the great care we take of clients and employees alike.

The Company: Inception Lifebank Cord Blood Program is Canada's largest and most experienced cord blood program in Canada. As a market leader, Inception Lifebank is committed to providing clear and balanced educational information to help Canadian families make an informed decision regarding cord blood banking options.

The Position: We're looking for highly motivated Kit Dispatch Assistant. Kit Dispatch Team is responsible for the collection kit build, the transfer of information to the chart throughout the life cycle of the file. They also assist the Client Services Associate with other duties in the kit assembly process.

Responsibilities:

- Initiate client chart outer covers
- Prepare collection kits for clients
- Build and maintain supply emergency kit supply and update tracking records for emergency kits.
- Order and maintain kit room supplies including but not limited to collection kits, documentation, chart materials etc.
- Audit pre-assembled kits returned from vendor for proper preparation.
- Maintain daily records relating to all kit room processes.
- Provide relevant billing information from "Kits Shipped" to Finance Team.
- Manual correction of minor data entry errors in relation to billing

Requirements:

- Successful completion of a general college diploma or post-secondary education an asset
- Previous experience within healthcare office environment or a document control area of a regulatory environment is an asset
- Excellent organizational skills
- Demonstrated attention to detail
- Collaborative Team Player
- Ability to work independently.

Qualified candidates should send their resumes to: hr@insception.com. Inception Lifebank is an inclusive employer and we encourage applications from all qualified candidates and will accommodate applicants' needs under the human rights codes throughout all stages of the recruitment and selection process. Information received relating to accommodation will be addressed confidentially. We appreciate and review all applications, however, only those qualified for an interview will be contacted.

For more information, visit: www.insception.com