

Kit Dispatch Assistant

Inception Lifebank is a growing biotechnology company based in Mississauga. Inception Lifebank offers its employees a modern day work environment, with an open concept team focused environment, dress casual every day, that offers its employees a competitive compensation and benefits package and is known for the great care we take with 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**, at our head office in Mississauga, ON. Reporting to the Kit Dispatch Manager, the Kit Dispatch Assistant is a member of the Client Services Team responsible for the collection kit build, the transfer of information to the chart throughout the life cycle of the file. They also assist with other duties in the kit assembly process. This position is a full-time permanent role.

Key Accountabilities

- Initiate client chart outer covers
- Prepare collection kits for clients
- Build and maintain 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
- Audit pre-assembled kits returned from the vendor for proper preparation
- Provide relevant billing information from "Kits Shipped" to Finance Team
- Manual correction of minor data entry errors in relation to billing
- Ensure all inventory is replaced each day
- Meet all quality requirements as per SOPs
- Assist manager with ordering and receiving inventory
- Assist other departments with any kit related inquiries
- Be available after hours for kit dispatch support.

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
- Demonstrated attention to detail
- Collaborative Team player
- Ability to work independently
- Excellent verbal and written communications skills
- Strong computer skills using Microsoft Office, Outlook, Excel

Qualified candidates should forward their resume to: hr@inception.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.inception.com