



X-Nav Technologies, LLC

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Shipping and Receiving Material Handler

X-Nav Technologies is a growing, dynamic medical device company focused on delivering advanced treatment solutions to the dental market. We design, manufacture, market, and sell image-guided surgical navigation systems from our headquarters in Lansdale, PA. We were founded in 2012. Since then, our company has become a market leader with over 150,000 dental implants surgically navigated with the X-Guide system. The X-Guide boasts regulatory clearance in more than 42 countries and is protected by over 20 patents.

As a *Shipping and Receiving Material Handler* you will become a part of the core Operations team. Your knowledge and expertise will have immediate impact in building products that improve patient care. You will interface directly with our suppliers and be supported by an all-star team in a dynamic start-up environment.

Responsibilities:

- Ensure materials are handled according to the Quality Policy and its procedures
- Receive and unload materials in a timely manner once shipments arrive from vendors
- Verify quantity and quality of order and ensure proper transactions occur at time of receipt
- Ensure receiving paperwork is filled out completely and accurately. Scrutinize packing slips and match with X-Nav purchasing documents to ensure proper parts, revisions and quantities have been delivered
- Perform daily cycle counts and participate in physical inventories to verify inventory accuracy. Troubleshoot inventory inaccuracies to root cause and work with supervisor to address issues
- Continually monitor open order report to ensure shipments are processed on-time and accurately
- Properly identify, label and package customer shipments per the Quality Policy
- Interface with freight and parcel delivery companies to schedule outbound deliveries
- Prepare and provide proper documentation for shipping and export if necessary

Qualifications:

- High School Diploma or equivalent
- Ability to lift boxes and components of up to 50 lbs. from floor level to shoulder height
- Proven ability to use shipping software and ERP/MRP systems
- Proficient in Microsoft Office
- Valid drivers license required

Desired Skills / Abilities:

- Experience working within an ERP system (Oracle is preferred)
- Exceptional attention to detail and ability to follow processes
- Experience in lean manufacturing environment specifically Kanban execution
- Strong written and verbal communication skills
- High level of integrity to safety and quality & execution