

**Company:**

Capricor Therapeutics, Inc. (NASDAQ: CAPR) is a cutting-edge biotech company focused on the discovery and development of novel therapies for the treatment of rare diseases. Capricor's lead product candidate, allogeneic Cardiosphere-Derived Cells (CDCs), known as CAP-1002, is being investigated as a treatment for Duchenne muscular dystrophy. In addition, the Company is conducting research and development on its exosomes platform technology for cardiac diseases and other potential inflammatory indications. Capricor offers exciting opportunities to join our expanding team. Capricor provides competitive compensation and benefits packages.

Position:

Inventory Management Associate

Description:

This position is full-time and immediately available to support our cGMP Manufacturing facility and Quality Control laboratory. Capricor seeks an independent, organized, self-motivated individual with demonstrated attention to detail, organizational skills and familiarity with cGMP systems.

The successful candidate will be responsible for supporting Manufacturing and Quality Control in maintaining the materials management system at Capricor. The duties will include incoming material receipt, inspection and QC release of received materials, record keeping, retrieving supplier documentation, and maintaining inventory spaces. Must be proficient in Microsoft platforms including Excel and Word.

Responsibilities:

- Track purchase orders and shipment dates to ensure all ordered materials are received and transferred to the appropriate temperature storage location
- Performing incoming material receipt, unpacking, inspection and warehouse stocking of inventory for Manufacturing and QC operations
- Manage storage space to ensure there is sufficient stock of critical materials including first-in-first-out based on expiry and frequency of use
- Resolve discrepancies related to damaged materials or shortages
- Inventory database management including recording lot number and quantities in inventory database
- Ensuring accurate and timely updating of information in database
- Perform monthly cycle counting and update database as appropriate
- Perform thorough cleaning of materials to support aseptic facilities
- Maintain database of Certificates of Analysis of incoming materials
- Prepare samples to be shipped in temperature-controlled vessels
- Ship samples, track receipt, and receive and deliver test results
- Adheres to good manufacturing practices and standard operating procedures (SOPs)
- Perform other duties as assigned by management

**Requirements:**

Candidates must have a minimum High School Diploma (some college science preferred), attention to detail, strong work ethic, good record keeping skills and follow-through. Must have demonstrable computer skills in Microsoft Word and Excel etc. Good oral communication skills. Prefer familiarity with cGMP environment and inventory management. Must be comfortable working in a fast paced and dynamic environment. Must demonstrate initiative. Must be willing to work a flexible schedule.

Experience:

1-2 years of materials management, warehouse management preferred. Candidates with cGMP experience are strongly desirable. Some scientific education preferred.

Applicants should submit a cover letter and their CV to careers@capricor.com.