

Blacksburg Location  
2001 Kraft Drive  
Blacksburg, VA 24060



Radford Location  
20 Corporate Drive  
Radford, VA 24141

**Job Title: Materials Handling Technician**  
(Effective 8.30.23)

**Company Overview**

TECHLAB®, Inc. was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit [www.techlab.com](http://www.techlab.com).

**Job Summary**

The job of the Materials Handling Technician is to assist the Materials Management Coordinator and Shipping Coordinator with duties as necessary. This job includes operating power equipment and pulling and packing shipments to distributors and customers. The Materials Handling Technician reports to the Warehouse Supervisor.

**Work Activities**

- Place product into the Finished Goods inventory walk-in cooler and freezer.
- Place incoming raw materials into quarantine and/or inventory following Raw Material Specification as specified in SOPs.
- Remove kits from inventory, confirm catalog number, lot number and quantity of product, for shipping.
- Select correct Consignee and address for shipping.
- Select appropriate shipping containers and packaging following SOP STD/0200.
- Assist the Materials Management Coordinator with maintaining stock for all PPE and department material supplies.
- Fulfill in-house request/removal of product.
- Organize Warehouses and walk-in coolers.
- Back-up TECHLAB Liaison with freight carriers.
- Deliver incoming shipments to appropriate Departments.
- Back-up Inventory Control for Production movements.
- All other duties as required by the Department.

- Assist with Courier duties as needed.
- Lift upwards of 75lbs.

**Tools and Equipment Used**

Safety/Steel Toe Shoes

Yellow Safety Vest

Microsoft Office Suite

Forklift

Two-Wheeled Dolly

**Job Context**

TechLab® maintains a climate controlled environment for the job of Materials Handling Technician. An employee in this position must be able to lift upwards of 75lbs. A typical workweek is Monday through Friday 8:00 to 4:30 or 8:30 to 5:00. Overtime is occasionally necessary with or without advance notice.

**Minimum Qualifications**

High School Diploma or Equivalent

Clean driving record