



**Accounting & Logistics Manager—PharmChem, Inc.
Fort Worth, TX
September 9, 2021**

PharmChem, Inc., based in Fort Worth, TX, holds the worldwide marketing and sole distribution rights to the FDA-cleared PharmChek® Drugs of Abuse Sweat Patch, and related laboratory services.

Position Description

PharmChem, Inc. is seeking a full-time Accounting & Logistics Manager to add to our growing company. Priority will be given to candidates with a working knowledge of accounting, shipping and receiving, logistics, inventory control, order fulfillment, and storage.

Key Responsibilities

This individual will report to the Chief Financial Officer. The successful candidate will facilitate weekly and monthly accounting matters, and the shipment and receipt of all products and materials. Collaborate and communicate with sales, customer service, and vendors. Track, trace, and update the status of incoming and outgoing shipments. Promptly unload trucks, sort, and stock product and supplies received. Maintain an accurate log sheet of product movement. Accurately perform and report month-end inventory. Engage other employees, vendors, and drivers with a positive attitude.

Knowledge, Skills, and Abilities

This person must have strong written and oral communication skills, the foresight to prioritize assignments, the capacity to manage projects, the aptitude to work independently, and the flexibility to wear many hats effectively and efficiently within a small company. The ideal candidate will be skilled in navigating Microsoft Office Programs and will display a readiness to learn other reporting functions, such as NetSuite ERP and CRM.

Key Personal Attributes

The Accounting & Logistics Manager will present a passion to increase efficiencies, provide quality and helpful customer service regarding logistics, remain professional and self-directed, work independently, and demonstrate a willingness to identify and solve problems.

Compensation, Benefits & Location

Salary range, \$56,300 to \$78,800, paid vacation and holidays, employee & family health, dental, vision, and life insurance offered. Position is located in Fort Worth, TX.

Job Closing Date

Open until filled

*****For consideration, please submit your resume and cover letter to info@pharmchem.com*****

Honesty and integrity are important attributes at PharmChem, Inc. and we specifically seek a candidate with a desire to advance within our growing company, and who strives to work as part of a small team.

PharmChem, Inc. performs background checks and drug testing on all new employees.