



Job Title – Supply Chain Logistics Coordinator

Location – Solana Beach, CA

LENZ Therapeutics is a late-stage clinical company developing innovative ophthalmic pharmaceutical products that improve vision, proudly based in San Diego. LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Overall Purpose: We are seeking a detail-oriented and proactive Supply Chain Shipping and Logistics Coordinator to support the commercialization of our lead asset at LENZ. This critical role will focus on coordinating international and domestic shipments, managing cold chain logistics, and ensuring timely delivery of materials and finished goods through our external manufacturing and warehousing partners. The ideal candidate will bring experience working with third-party logistics providers (3PLs), contract manufacturers, and freight forwarders, and will be comfortable navigating ERP systems (e.g., NetSuite), preparing shipping documentation, and maintaining compliance with global trade regulations. A strong working knowledge of serialization requirements, shipment tracking, and inventory planning is essential. The successful candidate will demonstrate excellent organizational skills and the ability to proactively plan and coordinate across a fully outsourced supply chain to ensure supply continuity and launch readiness.

Key Responsibilities of the Role:

Shipping, Logistics & Cold Chain Coordination:

- Coordinate domestic and international shipments of materials and finished goods, including cold chain logistics, to ensure on-time delivery.
- Work closely with freight forwarders, 3PLs, and contract manufacturing sites to manage transportation schedules and documentation requirements.
- Monitor temperature-sensitive shipments and support investigation and resolution of any cold chain excursions.

Inventory & Planning Support:

- Assist in maintaining accurate inventory records and reconciling inbound and outbound product movements.



- Support supply planning activities by updating inventory trackers, and flagging potential supply constraints.
- Help prepare planning reports and inputs for S&OP meetings and cross-functional discussions.

3PL and Vendor Coordination:

- Act as a daily point of contact for 3PLs and logistics providers to manage order fulfillment, warehousing, and shipping operations.
- Track performance against service KPIs and escalate service issues as needed.

Serialization & Compliance:

- Support product traceability efforts and ensure packaging and labeling meet serialization requirements.
- Maintain shipping documentation to support import/export compliance and audit readiness.
- Ensure compliance with global trade regulations, including import/export requirements and customs documentation.

Documentation Management:

- Enter and manage logistics transactions in Manual and or ERP systems, ensuring data accuracy and timely updates.
- Prepare and file shipping documents (e.g., commercial invoices, packing lists, customs declarations).
- Maintain shipping and logistics records in compliance with GMP, GDP, and internal procedures.

Continuous Improvement & Issue Resolution:

- Proactively identify and resolve logistics-related issues to prevent delays and disruptions.
- Contribute to process improvements in shipping, planning, and logistics coordination.
- Assist with deviation investigations and CAPAs related to logistics operations.

Team Leadership:

- Foster a culture of continuous improvement and operational excellence.
- Ensure clear communication and collaboration across all levels of the organization.

Qualification Requirements:**Expertise**

- Minimum of 3 years of experience in logistics and supply chain management within the pharmaceutical or biotech industry.
- Experience with pharmaceutical products and global cold chain logistics.
- Working understanding of serialization and trade compliance, including Incoterms
- Excellent analytical, problem-solving, and decision-making skills.
- Exceptional communication and interpersonal skills.



- Advanced proficiency in Microsoft Excel.
- Ability to thrive in a fast-paced, dynamic environment and handle multiple priorities.

Education and Experience:

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field or equivalent experience.
- Professional certification preferred.

Physical Demands and Work Environment

Position is based in-office M-Th in Solana Beach, CA (flexibility to work from home on Fridays). Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed.

Out-of-town travel may be required (approximately 25%). The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$85-95k