

## Shipping Clerk (10 am - 6 pm)



**Department: Shipping/Receiving**  
**Reports to: Team Lead**

**FLSA status: Non- Exempt**  
**Location: 110 Terry Drive**

**Job Purpose:** This associate will spend the majority of his/her day performing inbound and outbound functions including, but not limited to, shipping, receiving, bulk shipping, creating jobs, cycle counting of inventory, warehouse maintenance and other functions as necessary.

### **Job Duties and Responsibilities:**

- Prepare, label, organize and maintain files
- Follow all SOPs accurately
- Work with Fed-Ex Labeling Machine
- Work with Microsoft Excel, and Word
- Follow the OSHA (Occupational Safety and Health Administration) and EPA (Environmental Protection Agency) safety regulations.
- Follow GMP (Good Manufacturing Practices) regulations
- Follow all DEA (Drug Enforcement Agency) guidelines
- Take proper inventory of the product and materials
- Receive all materials coming into the facility and distribute them to their appropriate place
- Work under high pressure situations for last minute orders
- Use a hand truck and dollies properly
- Drive a forklift
- Lift heavy objects over fifty (50) pounds
- Produce boxes quickly and effectively to package the product
- Maintain a clean working environment
- Assist with packaging to expedite orders
- Handle and complete special projects as required
- Other duties as required or delegated

### **Essential Skills and Experience:**

- Naturally positive, upbeat attitude
- Thorough time management skills
- Ability to read and write in English as required per SOP
- Neat and precise penmanship
- Organized
- Demonstrates a high level of confidence, integrity and motivation
- Handles confidential and non-routine information with poise, tact, and diplomacy

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- Detail-oriented self-starter; is able to independently prioritize and multitask; follows through consistently; demonstrates ownership through responsibility and accountability for end product; is proactive and persistent in job efforts; does not get frustrated with time limitations or high pressure situations; works productively when under pressure
- Professional and tactful
- Demonstrated proficiency in MS Word and intermediate skills in MS Excel; and the ability to learn other applications as required
- Demonstrates effective interpersonal skills; exhibits a positive attitude; is able to build relationships within the lab Ability to work effectively in a fast paced, timeline-driven, extremely high-expectation environment; is flexible to occasionally work overtime on short notice
- Takes initiative and exhibits resourcefulness in problem solving; experienced in working in a collaborative team environment
- Maintains confidentiality at all times and exercises solid, dependable judgment and discretion
- Displays effective communication skills, both oral and written (timely, clear, succinct); constructively delivers and receives feedback

**Physical Demands:** While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.