

# Shipping Associate

Mount Laurel, NJ, US

Worker Category : **Full Time**

Requisition ID **1326**

## Job Title

Shipping Associate

## FLSA Status

Non-exempt

## Job Summary

This position is responsible for performing all daily activities within the Shipping Department.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prepare goods for shipment according to Company standards
- Assist in maintaining shipping inventory
- Participate in the timely receipt and distribution of incoming deliveries according to Company standards.
- Perform all other duties, as assigned

## Required Education and Experience

- Minimum high school diploma or general education degree (GED)
- Warehouse shipping experience a plus but not required
- Basic computer skills are required
- Strong organizational skills and exceptional attention to detail
- Must exhibit punctuality and low absenteeism
- Able to work independently and as part of a team
- Able to sit and/or stand 8-10 hours or more per day as needed
- May need to lift up to twenty-five (25) pounds on occasion

## Competencies

- Attention to Detail
- Organizational Skills
- Technical Capacity
- Teamwork

## Work Environment

This job operates primarily in a controlled laboratory environment. This position requires the use of standard office equipment, and frequent standing and walking.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to lift up to twenty-five (25) pounds on occasion
- This position is moderately active and requires standing and walking for a majority of the shift
- Able to sit and/or stand 8-10 hours or more per day as needed

**Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**AAP/EEO Statement**

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.