

Shipping Associate

FLSA Status

Full-time

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
- Accurately use UPS WorldShip to send medications to the correct recipient
- Must be able to use a pallet jack
- Must be able to load/unload a truck
- 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

Eligibility Qualifications

Requirements upon hire (or within 90 days):

- NJ Pharmacy Technician License preferred
- PTCB Certification or completion of Stokes Healthcare's internal training class

Competencies

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

Supervisory Responsibility

This position has no supervisory responsibilities.

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 fifty (50) 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.