

Position Outline Shipper Receiver

Major Duties

- Responsible for retrieving all goods received at the dock, bringing them to the storage room, enter the information into a logbook, collect packing slips, call the recipients, and store the goods as required.
- Arranges to ship goods/material as required by all departments.
- Responsible to clean the storage and solvent waste area and ensure items are stored to facilitate employee safety.

Education

- High School Diploma

Experience

- Three to five years experience in shipping / receiving in a pharmaceutical environment is preferred but not a prerequisite.
- Should have had experience in working with chemicals/solvents some of which are toxic

Skills:

- Must be organized, able to read, write, and work with little or no supervision.

Physical

- Must be in good physical condition and be able to lift 50lbs and push heavy loads with hand pallet truck.

Hours of work

- This is a part time positions for four hours a day, from 10:30am to 3:00pm, Monday to Friday.