

Job Description



Division/Department	MedQuest Pharmacy, Medical Horizons			
Position Title	Shipping Clerk			
Reports To Title	MedQuest Pharmacy Fulfillment Manager			
*Full Time Pay Class	Exempt	SL/SB, Exemption:	X	Non-Exempt

*PT Roles default to Non-Exempt, Hourly

POSITION OVERVIEW

The Shipping Clerk is responsible for preparing daily orders to be shipped, and conducting a final check to ensure that all products, paperwork and auxiliary items are included in the orders and packaged correctly. This employee is also responsible for the maintenance of Quality Assurance and other pharmacy records, receiving shipments and various other warehouse duties, as well as cleaning duties.

RESPONSIBILITIES

Essential Job Functions

- Scans all products in each order and verifies that the correct shipping label prints
- Makes final review of each order's Quality Assurance (QA) form to check that all items (products/paperwork) are present. Verifies that the shipping address and method match the invoice and any special instructions have been carried out.
- Identifies refrigerated/non-refrigerated items, ensuring that items are placed in appropriate packaging, and labels the box or pack appropriately
- Demonstrates knowledge of proper packaging technique with respect to physician group specifications
- Places orders in appropriate pickup locations according to shipping method
- Organizes and files QA forms according to date filled, locates and accesses archived QA forms as needed
- Checks that all orders have been packaged and picked up by FedEx before end of shift
- Ensures shipping supply storage area is well organized and minimum inventory levels are maintained
- Ensures all daily, weekly and monthly warehouse responsibilities are completed at appropriate times, and according to the warehouse checklist
- Manages incoming shipments and delivers to appropriate recipient by following receiving procedures
- Understand and follows current MedQuest Pharmacy Standard Operating Procedures (SOPs)
- Works together with all team members to promote a community of cooperation and respect

Additional Duties

- Provides occasional backup for designated Nutrascriptives shipper, processing supplement orders on behalf of Medical Horizons as needed
- May assist with laundry for the compounding lab and/or clean the refrigerators in the Fulfillment area
- May assist with the maintenance of MedQuest Pharmacy's NutraScriptives inventory, placing orders and restocking as needed

REQUIREMENTS

- Able to successfully learn and perform essential functions of position as outlined above
- High School education
- On-site presence, consistent and reliable attendance
- Previous shipping, logistics and/or warehouse experience a plus
- Able to successfully prioritize and manage various time-sensitive job duties

- Able to work independently, strong sense of urgency and follow-through
- Good verbal communication, reading and writing skills
- Good organizational skills and detail oriented, focus on efficiency and accuracy
- Proficiency with basic computer applications and internal software systems
- Able to routinely lift up to 25 lbs. and occasionally lift up to 35 lbs.
- Willingness to become forklift certified
- Satisfactory background check results*

*Federal law prohibits the employment of any person in a pharmacy role with access to controlled substances, if that person has been convicted of a felony offense related to controlled substances.

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		