



HEALTH LINE

MEDICAL PRODUCTS

Warehouse Associate

Job Summary

Ensures procedures for shipping and receiving activities are implemented and maintained in accordance with Quality Policy Manual. Coordinates with Quality, Engineering, and Production for the handling of non-conforming material per the Quality Manual. Works with customers.

Scope of Work

- Warehousing / Manufacturing duties
- Material Handling
- 75% / 25% : Standing / Sitting
- Regular lifting of up to 50 lbs.
- Irregular lifting 50 lbs. +
- Operate equipment

Supervision Received

- Must work independently
- Reports directly to S/R Supervisor, Director of Operations

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Maintain good attendance record
- Maintain good attitude under high stress environments
- Inspections, Material Handling, Safety, Shipping, and Receiving
- Maintain supplier data (e.g., on-time delivery, non-conforming materials, etc.)
- Ensure that quality control procedures and methods are being followed per the Quality Manual
- Maintain the segregation of non-conforming materials and products
- Must speak English fluently
- Work well with other team members and customers
- Understand daily and long-term goals
- Attention to detail
- Maintain good communication with associates
- Quality-conscious
- Data entry and basic computer skills
- Able to lift a minimum of 50 lbs.

Desired Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

- High school diploma or equivalent DOE
- Forklift experience
- Warehousing experience, 1 to 5 yrs.
- Manufacturing experience

Essential Required Training

- Understanding of Quality Management Systems
- Familiarity of ISO 13485:2003 and 21CFR 820 requirements

Physical Requirements

The physical requirements listed in this section include, but are not limited to, the motor/physical abilities and skills required to undertake the duties and responsibilities of this position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.

While undertaking the essential duties and responsibilities of the position, the employee must repeatedly sit, listen, speak, and write, and/or type. The employee is required to go to all areas of the company. Employee must be able to travel to and from work independently.

Compensation and Benefits

- Competitive Pay DOE
- Benefits:
 - Health insurance
 - Dental insurance
 - Vision insurance
 - PTO

Adverse Working Conditions

There are no anticipated adverse working conditions associated with this position.

Section Guidelines

- Formal application
- Rating of education and experience
- Oral interview
- Reference check

Disclaimer

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.