



# HEALTH LINE

## MEDICAL PRODUCTS

### **Warehouse and Logistics Supervisor**

#### **Job Summary**

Ensure procedures for shipping and receiving as well as purchasing activities are followed in accordance with QMS. Purchase materials for products and determine if there is a need for new suppliers. Coordinate with Quality, Engineering and Production for the handling of non-conforming material per the Quality Manual. Track, log and monitor raw materials and inventory as applicable. Explore and exhaust new methods for cost reductions. Create, establish and refine process throughout the facility to minimize costs and improve productivity.

#### **Supervision Received**

- Must work independently
- Reports directly to the Operations Manager

#### **Essential Duties and Responsibilities**

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

- Responsible for Inspection, Material Handling, Safety, Shipping and Receiving
- Schedules material purchases per sales orders and projected customer demand
- Maintains supplier data (e.g., on-time delivery, non-conforming materials, etc.)
- Participates on the Material Review Board
- Assists in formal design review process
- Ensures that quality control procedures and methods are being followed per the QMS
- Maintains the segregation of non-conforming materials and products
- Must speak English fluently
- Work well with other team members
- Understand daily and long-term goals
- Attention to detail
- Quality conscious
- Basic computer skills
- Assist in training of team members in various areas
- Establish, maintain and control Global Harmonized system to ensure HLIC's compliance as standard
- Work with customers and end users in a professional manner

#### **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
- Experience or equivalent combination of education and experience in warehousing and logistics

### **Essential Required Training**

- Understanding of Quality Management Systems
- Familiarity of ISO 13485:2003 and 21CFR 820 requirements
- Familiarity to Global Harmonized System requirements
- Training for warehouse equipment required

### **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, write and type. The employee is required to go to all areas of the company. Employee must be able to travel independently via car or airplane, domestically or internationally, as needed.

### **Compensation and Benefits**

- Competitive Pay DOE
- Benefits offered:
  - Health insurance
  - Dental insurance
  - Vision insurance
  - PTO
  - Job may require overtime