

Dermazone

2440 30th Avenue North
St. Petersburg, FL 33713

Job Title: Shipping/Receiving/Material Handler

General Summary

This position is responsible for performing a variety of shipping and receiving tasks. Verifies materials received are as ordered and routes incoming items to appropriate departments/locations. Prepares items for shipment ensuring cost effective courier services. Generates Pick Lists and pulls materials for production jobs. We are a FDA regulated company following cGMP guidelines.

Primary Responsibilities

- Prepares palletized and boxed shipments for postal or commercial shipping; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery.
- Understanding cGMP's within a Pharmaceutical environment
- Prepares Packing Slips, bills of lading and other required shipping documents; checks items to be shipped against work orders to verify that quantities, weights, destination, and routing are correct.
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.
- Receives applicable items into the inventory tracking system, completes the proper documents and forwards them to QA and move to quarantine areas and sampling room.
- Delivers items to requisitioning departments and obtains authorized signatures for accepted items.
- Removes released products, raw materials and components from quarantine and put in appropriate physical and virtual (ERP System) locations.
- Create Pick Lists and follow batch Records to pull and stage production jobs as per the production schedule.
- Tracks lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents.
- Maintain department database, prepare routine reports, and file shipping/receiving records.
- Operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment; may assist in routine maintenance of equipment and shipping area;
- Must keep all warehouse areas clean and organized.
- Shall lock warehouse and set alarms at end of shift.

- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental standards.
- Shall perform other facilities tasks (change light bulbs, air filters, Etc.) as necessary.
- Ability to motivate others to meet demands established by the schedule
- Must work with and perform other duties put forth by the department manager
- Basic understanding of computers
- Good oral and written communication skills
- Basic math skills

Education and Experience

- High school diploma or GED required. Associates degree a plus
- At least 2 year of experience that is directly related to the duties and responsibilities specified.
- Forklift certification preferred

Physical Demands and Work Environment

- Must be able to climb stairs, stand for extended periods of time, and safely lift up to 50lbs.

For more information, contact [Deborah Duffey](#) Plant Operations Manager at 727 446-6882 ext 236