

## Fulfillment Technician

### FLSA Status

Non-exempt

### Summary

The Fulfillment Technician is responsible for ensuring that finished goods are stored, picked and shipped in accordance with current Good Manufacturing Practices (cGMP) and Epicur Pharma standards.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Practice current Good Manufacturing Practices (cGMP) and Good Documentation Practices (GDocP) at all times
- Ensure accuracy of all orders using our customized computer system
- Obtain, count, label, package, and ship finished product
- Maintain accurate inventory balances by executing proper storage, FEFO, movement, consumption, and counting processes
- Complete accurate inventory count sheets and inventory adjustments
- Perform daily, weekly and monthly inventory counts as directed by the Director of Manufacturing and investigate and/or correct any issues they arise
- Reconcile physical and system records for operations and procurement team
- Perform location and product verification tasks as required
- Assist in assuring accurate billing and shipping of all orders
- Must demonstrate sound judgment in decision making, following established guidelines and procedures.
- Analyze pick and ship error data to determine root causes with the Director of Manufacturing
- Assist in the development of Standard Operating Procedures (SOP) and other relevant cGMP documentation
- Maintain equipment maintenance logbooks for designated equipment
- Ensure training is up-to-date and assist in training other Fulfillment Technicians
- Attend training classes, workshops, meetings, etc., as required to improve job skills and product related procedures
- Encourage teams to drive safety awareness such as ensure formal risk assessments are conducted, hazards are closed, incidents investigated and communicate.
- Maintain safe work environment by establishing, following, and enforcing standards and procedures
- Report any hazardous conditions to the assigned supervisor or safety team
- Help to implement and enforce new processes put in place by management
- Work in collaboration with other members of the manufacturing team and other departments such as quality and facility maintenance to achieve company goals

## **Required Education and Experience**

- High school diploma or general education degree (GED)
- Familiar with cGMP and 21 CFR Part 210 & 211 preferred, but not required
- Must be capable of wearing all protective gear (gown, hair bonnet, mask, beard cover, gloves, goggles)
- Must possess strong verbal, written, and oral communication skills
- Must be able to work independently and with a team
- Able to recognize priorities and take action; make productive use of time
- Must exhibit punctuality and low absenteeism
- Able to sit and/or stand 8-10 hours or more per day as needed
- May need to lift up to fifty (50) pounds on occasion

## **Competencies**

- Attention to Detail
- Decision Making
- Organizational Skills
- Communication
- Teamwork

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This job operates primarily in a controlled environment. This position requires the use of standard office equipment, and frequent standing and walking.

## **Language Skills**

Must be able to read, write, speak and understand English fluently and have the ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.

## **Mathematical Skills**

Uses addition, subtraction, multiplication and the division of numbers including decimals and fractions when checking of reports, forms, records and comparable data where interpretation is required involving basic skills knowledge.

## **Reasoning Ability**

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where substantial standardization exists. Must be able to interpret instructions furnished in written, oral, and diagram or schedule form.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to lift up to 50 pounds on occasion
- This position is moderately active and requires standing and walking for a majority of the shift
- Able to sit and/or stand 8-10 hours or more per day as needed

**Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**AAP/EEO Statement**

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.