

GMP Warehouse Associate

FLSA Status

Non-exempt

Summary

This position requires an individual who can work within a cGMP environment in collaboration with members of the warehouse and cross-functional teams under the direct supervision of the Manufacturing Manager.

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

- Maintain clear and traceable records of all physical and system transactions to enable quick identification and management of all material movements.
- Receive incoming shipments of non-GMP/GMP materials and equipment following established procedures.
- Ensure the appropriate documentation is reviewed and matches each item received or shipped.
- Inspect all incoming and outbound materials for damage, proper seals and protection as part of acceptance criteria.
- Assist Quality Assurance in the disposition of materials to include application of status indicators and material movement and storage in the appropriate designated areas of the warehouse to prevent cross-contamination and mix-ups.
- Prepare and dispense GMP materials to support production operations.
- Ensure proper procedures and conditions are followed during the transport and delivery of raw materials, samples and finished products.
- Maintain accurate physical and system (ERP) transactional inventory of GMP warehouse materials.
- Support procurement team and activities as required.
- Perform routine inventory cycle counts.
- Ability to cross-train in all areas of the warehouse operations to include applicable GMP, GDP, EPA, DEA, DOT and OSHA training or certifications.
- Pick, pack, and ship finished product, materials, and equipment as required per established policies and procedures.
- Adhere to all safety procedures and GMP requirements.
- Actively participate in Safety programs, Quality inspections and Warehouse audits.
- Keep the warehouse clean, neat, orderly and inspection ready. Must apply and adhere to Good Housekeeping Practices in a GMP environment.

Required Education and Experience

- Minimum high school diploma or general education degree (GED)
- Experience with inventory management (ERP) and/or (LIMS) software is required
- Prior experience working in a GMP compliant warehouse setting is a requirement
- Must have knowledge of 21 CFR Part 210 and 211 for cGMP operations
- Must have prior experience with donning PPE
- Must be able to work independently as well as collaborate with teams
- Must possess strong verbal, written and oral communication skills
- Must exhibit punctuality and low absenteeism
- Occasionally lift to 50 lbs., routinely lifts to 25 lbs.

Competencies

- Detail Oriented
- Communication
- Organizational Skills
- Technical Capacity
- Problem Solving/Analysis

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a controlled laboratory environment and in a warehouse setting. 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 can 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, diagram or specification 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.

- Occasionally lift up to 50 lbs., routinely lifts up to 25 lbs.
- This position is moderately active and requires standing and walking for a majority of the shift

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.