

<b>KVK Tech</b>	<b>Master Job Description</b>		
	<b>Revision:</b>		

<b>Department</b>	Shipping and Receiving		
<b>Job Title</b>	Shipping and Receiving Clerk	<b>FLSA Status</b>	Non-Exempt
<b>Role</b>	N/A		
<b>Sub Role (If any)</b>	N/A		
<b>Reports To</b>			

**1. Role Purpose:**

*(Provide a brief summary of the primary purpose of this role)*

The Shipping and Receiving clerk is responsible for performing a variety of essential day-to-day work functions in the Warehouse Department, including, but not limited to: shipping/receiving product, order entry, tracking labor hours and working within the Warehouse Management System (WMS) (designating locations, transferring materials).

**2. Key Duties & Responsibilities:**

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

- Working within the warehouse management system (WMS) program to process client and company requests for material movement
- Fulfilling customer orders according to standard operating procedures (SOPs) or client operating procedures (COP's)
- Maintaining and organizing adequate shipping supplies
- Receiving product/materials according to standard operating procedures (SOPs) or client operating procedures (COP's)
- Receiving and inspecting returned products
- Operating various industrialized powered vehicles. This would include but not limited to:
  - Forklifts
  - Walkie Riders
  - Floor scrubber
  - Packaging equipment
- Loading and unloading of materials from trucks
- Verifying receipt and shipment of materials as needed
- Picking, packing, processing and weighing material
- Maintaining warehouse cleanliness
- Perform daily reconciliation of required finished product
- Additional duties as assigned by manager/supervisor/team leader
- Comply with FDA guidelines/Company Policies of Data Integrity

**3. Typical Supervisory Responsibility:**

C-SOP-0003

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*(Identify any responsibilities the role has for supervising others)*

N/A
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**4. Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)*

Education Requirement	Specialization (If any)
High School Diploma or equivalent is preferred. Any college level degree is preferred.	N/A
N/A	N/A

**Experience Requirement**

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)*

N/A	
Number of Years (Minimum to Maximum)	N/A

**5. Technical competencies/ Certifications/ Licenses:**

*(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

<b>Technical competencies</b>	<ul style="list-style-type: none"> <li>Two to five years of warehouse experience is preferred; Warehouse Management System (WMS) experience preferred.</li> <li>Experience in the pharmaceutical and/or biotech industry or related field is a plus.</li> <li>Self-motivation and require little direction or supervision.</li> <li>Ability to multi-task.</li> <li>Excellent attendance and punctuality during normal business hours</li> <li>Effective time management when dealing with and working under time constraints and other pressures associated with performing all aspects of this job.</li> <li>Ability to organize work.</li> <li>Detail oriented.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Knowledge of quality, compliance and training requirements for product safety.</li> <li>• Knowledge of Good Manufacturing Practice (GMP) regulations and reporting requirements.</li> <li>• Embraces change and is dedicated to continuous improvement. Consistently searching for more efficient and effective ways to improve processes and procedures.</li> <li>• Ability to understand basic job functions and relate those to other job categories within the company.</li> <li>• Excellent verbal and written skills with all levels of the organization and ability to develop rapport with other members within the company.</li> <li>• Drives results through personal initiative and perseverance.</li> <li>• Excellent Teamwork skills. May act as mentor to team members and interfaces with other departments to help define and drive improvements in the business' compliance and strategy.</li> <li>• To perform this job successfully, an individual should have proficient knowledge of Microsoft Word - Word Processing software; Microsoft Excel - Spreadsheet software; Microsoft Outlook - Calendar/Scheduling software; and basic web browsing software such as Google Chrome.</li> <li>• Ability to read and interpret documents such as regulatory, safety rules, training manuals, operating and maintenance instructions, and procedure manuals.</li> <li>• Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.</li> <li>• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</li> </ul>
<b>Certifications</b>	N/A
<b>Licenses</b>	N/A

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<b>Other</b>	N/A
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**6. Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

**a. Physical demands:**

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**b. Work environment:**

N/A