

<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 Manager	<b>FLSA Status</b>	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 Warehouse Manager is responsible for implementing and overseeing the warehouse operations of all locations at KVK Tech’s manufacturing facilities. This position is responsible for establishing procedures, and strategies for shipping and receiving, distribution and material allocation for production and packaging.

**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)*

- Works collectively with Quality Assurance, Quality Control, Purchasing, Planning and Customer Service on all shipping/distribution and receiving activities ensuring timelines are met and results are achieved.
- Focuses on driving productivity improvements while maintaining high quality standards.
- Initiates/Supports revision and approval of Shipping/Receiving Records and SOP’s
- Reviews and approves Standard Operating Procedures (SOP’s) to ensure that the instructions and guidelines in the procedures accurately reflect the shipping and receiving activities of each department and that they comply with cGMP’s and CFR 211.
- Ensures that Shipping/Receiving personnel are trained on all SOP’s relevant to their job titles, responsibilities and activities, and that the training is effective.
- Ensures adherence to company policies not covered under cGMPs and SOPs.
- Ensures that Shipping/Receiving personnel understand and are in compliance with cGMP requirements.
- Maintains documentation as per cGMP guidelines of the FDA and that the documentation is clear, concise and accurate (logbooks, DEA records etc...).
- Coordinates Shipping/Receiving personnel shift schedules to support company goals.
- Plans, coordinates, troubleshoots and procures all the tools necessary in support of Shipping/Receiving personnel in achieving the shipping targets.
- Ensures that the Shipping/Receiving personnel have knowledge of company safety procedures, that the safety procedures are being strictly enforced, and identifies any possible new safety concerns.
- Ensures accurate shipments of Finished Product with all necessary paperwork accurate and in order.

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

- Manages timely and accurate receipt of raw materials, components and any other miscellaneous items in all warehouse locations.
- Maintains neat and orderly warehouse with locations that are properly identified
- Identifies employee development needs based upon personal assessment and feedback from Supervisor/Team Leaders and Support attainment of Supervisor/Team Leaders' goals.
- Performs and participates in qualification of warehouse storage and shipping containers.
- Implements SYSPRO ERP and barcode scanner system/location for warehouse operations.
- Responsible for procurement of non-production materials.
- Manages inventory control and logistics.
- Communicates company goals and directs shipping and receiving activities to support company goals.
- Focuses on driving productivity improvements while maintaining high quality standards.
- Ensures accurate entries into the MRP system.
- Writes deviations/investigations and performs root cause analysis to formulate an effective CAPA plan.
- Maintain safe and healthy working environment by establishing and enforcing organization standards; adhering to regulations.
- Oversee the interviewing, hiring, training, and development of all department personnel, ensuring employees can function effectively in a team environment.
- Ensures accurate warehouse inventories.
- Comply with FDA guidelines/Company Policies of Data Integrity.
- Other duties as assigned.

**3. Typical Supervisory Responsibility:**

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

This individual must take ownership and demonstrate flexibility by being able to lead people and processes, work independently or in a team environment, prioritize responsibilities and manage multiple tasks. Also be able to manage the shipping and receiving staff.

**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)
Bachelor Degree or equivalent experience preferred	N/A

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

N/A	N/A
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**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
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Number of Years (Minimum to Maximum)	10 preferred
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**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>• 10 + years of experience in Shipping, Receiving and Warehousing preferred</li> <li>• Complete understanding of IQ, OQ, and PQ.</li> <li>• Handle and complete special projects as required.</li> <li>• Document all performed analysis as per cGMP, USFDA and 21CFR211.194 guidelines.</li> <li>• Basic knowledge of an Inventory reporting system, e.g., SYSPRO, JDE, SAP, Vantage.</li> <li>• Must be a critical thinker with a “can do” attitude, and be able to think “outside the box”.</li> <li>• Strategic and technical skills.</li> <li>• Relationship management.</li> <li>• Professional work style.</li> <li>• Management of multiples resources.</li> <li>• Individual must take ownership and demonstrate flexibility by being able to lead people and processes work independently or in a team environment, prioritize responsibilities and manage multiple tasks.</li> <li>• The individual must have experience negotiating.</li> <li>• Flexible and responsive.</li> <li>• Outstanding administrative and organization skills; is detail-oriented self-starter; is able to independently prioritize and multitask; follows through consistently; demonstrates ownership through responsibility and accountability for end product; is proactive and persistent in job efforts; does not get frustrated with time limitations or high-pressure situations; works productively when under pressure.</li> <li>• Strong typing and proofreading skills; and the ability to produce typed documents quickly and accurately.</li> <li>• Demonstrated proficiency in MS Word, Excel and MS PowerPoint.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Anticipates and meets the needs of executives, teams and administrative colleagues.</li> <li>• Ability to work effectively in a fast paced, timeline-driven, extremely high-expectation environment; is flexible to occasionally work overtime on short notice.</li> <li>• Takes initiative and exhibits resourcefulness in problem solving; experienced in working in a collaborative team environment.</li> <li>• Maintains confidentiality at all times and exercises solid, dependable judgment and discretion.</li> <li>• Displays effective communication skills, both oral and written (timely, clear, succinct); constructively delivers and receives feedback.</li> <li>• Ability to address issues.</li> <li>• Strong organizational and multi-tasking abilities.</li> <li>• Continuous working knowledge of applicable DEA regulations and cGMP guidelines.</li> <li>• Demonstrates a high level of confidence, integrity and motivation.</li> </ul>
<b>Certifications</b>	N/A
<b>Licenses</b>	N/A
<b>Other</b>	N/A

**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