

## ***Clinical Research Dental Position Description***

### **Warehouse Shipper/Receiver Assistant**

---

#### ***Position Summary***

The Warehouse Shipper / Receiver Assistant will be primarily responsible for assisting the warehouse staff and the shipping of customer orders. A close working relationship with the Director of Operations and the Business Administration Manager will be required. This is a Permanent Full Time Position.

This position reports directly to the Warehouse Distribution Supervisor.

---

#### ***Specific Accountabilities***

##### 1) Picking/ Packing of customer Orders:

- Assist shipper with the daily orders as required. The sales orders are invoiced by the shipper or designee and assembled. The invoices are checked for accuracy (lot numbers, tax codes, shipping charges etc.).
- All orders are picked noting the lot numbers of any applicable item. Care is to be taken to ensure the order is picked correctly.

##### 2) Shipping/Receiving:

- Our goal is to ship all orders placed before 3:00pm the same day. Shipments are entered into the ICS database, labels are generated and manifests printed at day end. All orders are picked noting the lot numbers of any applicable item. Care is to be taken to ensure the order is picked correctly.
- All product received from suppliers is inspected initially for the condition in which it was received, quality and quantity of goods and compliance according to section 21 of the CMDR (Canadian Medical Device Regulations). Product is then shelved and organized according to standards set forth in the ISO Quality Manual.

##### 3) Item Assembly:

- A certain percentage of products require item assembly from raw/bulk material into finished kits. Assembly is to be completed according to guidelines documented in the item assembly binder and the Quality policy manual.

##### 4) Ongoing Tasks:

- All product returns are examined for possible damage "en route" and either signed for or refused. Once signed for, returns are opened and sorted with corresponding paperwork and returned to sales "return bins".
- General maintenance and organization of warehouse.
- Responsible for assisting with all cycle counts and awareness of expiration dates on all materials is absolutely imperative.
- General "seasonal" maintenance as required i.e.) shoveling front and back entrances, salting
- Any lot discrepancies need to be documented and appropriate paperwork sent to the Business administration manager or designee before placing back on the shelf

#### 5) ISO Procedural Knowledge

- The above accountabilities are outlined in the following ISO procedures:
- SOPs: 4.2-2, 4.2-3, 4.2-4, 6.1-3, 6.1-4, 6.1-5, 7.2-2, 7.4-3, 7.5-1, 7.5-2, 7.5-3, 7.5-4, 7.5-5, 7.5-6, 8.2-3, 8.3-2, 8.5-2, 8.5-3 and all work instructions associated with the procedures.

#### **Qualifications:**

- Previous warehouse experience, retail or other
- Proficiency in inventory software, databases and systems
- Familiarity with GMP (Good Manufacturing Processes)
- Good organizational and time management skills
- Ability to lift heavy objects
- Understanding of customs and shipping internationally
- Minimum Grade 12, College level in related field preferred.
- ISO Procedural Knowledge an asset