



Shipping & Receiving

BASIC FUNCTION

Performs all routine work involving shipping/receiving duties/responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Production of Shipping/Receiving Cell:
 - Ensure movement of all cases through the shipping and receiving area
 - Ensure cases are completed and brought to shipping area by established deadlines
 - Creatively solve shipping exceptions and special delivery needs. Ensure all packages are completed prior to delivery drivers leaving
 - Unpack incoming cases, identify and inspect all items on each RX form
 - Inspect completed cases for all necessary items/products and materials.
 - Prepare and affix proper labels for best shipping method
 - Inspect package labels and shipping method to ensure best value and delivery needs are going to be met prior to shipping package.
 - Securely pack and ship completed cases.
 - Work with Customer Service to ensure proper communication documents (i.e. letters, implant part forms, etc.) are included with cases.
 - Prepare international packages as needed.
 - Schedule cases for production utilizing Labtrac
 - Efficiently use Labtrac and other software packages used for shipping.
 - Maintain sufficient supply of shipping materials. Order shipping supplies as necessary. Ensure material is available and ready for packing cases.
 - Assist with delivery and pick-up courier route for local customers as needed.
 - Scan/file paperwork related to cases.
 - Meet daily production requirements and quality requirements
- Work together as a team, keeping a pleasant work environment
- Maintain clean work area and equipment
 - Vacuum/sweep floors in shipping/receiving area daily
 - Cleaning sinks, counters, and all other tools/materials used
- Perform other duties as assigned by supervisor