

Forklift Operators / Warehouse / Order Pullers

Phoenix Formulations – Phoenix, Arizona Area



Summary: Process inbound and outbound shipments to/from multiple departments, suppliers, or customers while ensuring all orders are complete, accurately packaged, labeled, and stored, moved, or shipped. Receipts and shipments will adhere to and comply with cGMP requirements at all times.

Essential Job Responsibilities – will include, but are not limited to:

- Prepares documents, logs, and correspondence to process incoming and outgoing products
- Maintains database updates and documentation files and archives
- Ensures all transactions are processed and completed in a timely and accurate manner
- Maintains a well-organized, clean and orderly warehouse
- Ensures all products are correctly packaged, labeled and stored
- Exhibits clear understanding and ensures compliance to cGMP and Standard Operating Procedures
- Demonstrates a working knowledge of the warehouse environment and work place safety

Education and Experience:

- High School Diploma or equivalent
- Ability to read and write basic English
- Basic computer knowledge (Microsoft Office, E-mail, ability to learn the inventory software program, etc.)
- Strong organizational skills
- Ability to lift 50lbs from ground to waist
- Ability to work 8 to 10 hours a day standing up
- Forklift Certification and/or experience a plus

Knowledge and Skills:

- Maintains high level of accuracy in all aspects of job function
- Ensures strong sense of personal and professional ethics and character
- Maintains excellent oral, written, and interpersonal communications skills
- Team player with the ability to interface effectively with all levels of the organization; executives, staff, clients, outside agencies, organizations and individuals

Competencies:

- Quality Oriented
- Integrity / Ethics
- Teamwork
- Strategic Thinking

Disclaimer:

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.