



## Receiving Associate – Job Description

<b>Reports to</b>	: Receiving Supervisor
<b>Supervises</b>	: N/A
<b>Hours</b>	: 8:00 AM to 5:00 PM, Monday through Friday and occasionally early mornings, evenings or weekends
<b>Status</b>	: Non-Exempt
<b>Effective Date</b>	: 28Sep23
<b>Salary Grade</b>	: Refer to Compensation Matrix

### 1.0 GENERAL POSITION DESCRIPTION

The Receiving Associate will work in a team environment to ensure that all receipts are handled accurately in accordance with company policy and procedures.

### 2.0 JOB RESPONSIBILITIES

- Receive materials and/or finished goods on a daily basis. Follow and execute all aspects of Receiving Procedures to ensure that a high degree of accuracy and precision is met and that all receipts are processed in accordance with all applicable Company SOPs
- Verify the quality, type and amount of materials received are correct and that the appropriate documentation is present.
- Notify Supervisor or Manager when material and/or material label is damaged, has discrepancies or temperature excursions occur
- Perform and document all steps of the receipt process from beginning to end
- Communicate with clients about the status of incoming receipts as well as discrepancies and temperature excursions
- Handle and store materials at various temperatures to ensure safety of materials and personnel
- Process material receipts in an inventory management system and utilize all receiving features of the system
- Ability to download data loggers and review temperature data
- Safely operate distribution warehouse and temperature-controlled equipment, as required
- Perform other duties as requested

### 3.0 SKILLS / KNOWLEDGE / ABILITIES

- Basic computer skills with Word, Excel and Outlook
- Ability to operate forklift and scissor-lift is desired



- Ability to operate equipment at various heights is desired

#### **4.0 ESSENTIAL FUNCTIONS**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Must be able to lift 30lbs regularly and 50lbs occasionally
- Must be able to handle cold temperatures
- Must be able to stand or sit for extended periods of time
- Must be able to remain in a stationary position for long periods of time

#### **5.0 COMPETENCIES**

- Action oriented
- Communicates effectively
- Customer focus
- Quality of work output
- Team unit contribution
- Decision Quality
- Time management

#### **6.0 EDUCATION & EXPERIENCE**

- High School diploma or GED
- Experience in logistics with a life science company is desired

#### **7.0 WORKING CONDITIONS**

- Working in a repository and office environment
- Working in various temperatures from 23C to -20C
- Occasional work performed outside
- Very minimal travel is required for this position

#### **8.0 WORK AUTHORIZATION / SECURITY CLEARANCE REQUIREMENTS**

- N/A



## 9.0 OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## 10.0 AFFIRMATIVE ACTION / EEO STATEMENT

Equal Employment Opportunity Policy:

SriSai Biopharmaceutical Solutions LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence and compensation.

## 11.0 SIGNATURES

This job description has been approved by:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

HR: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_