



Shipping Associate – Job Description

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

1.0 GENERAL POSITION DESCRIPTION

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

2.0 JOB RESPONSIBILITIES

- Ensure materials are handled at the appropriate temperature
- Ensure that shipments are sent and delivered on time and in accordance with all client requirements
- Track shipments to ensure delivery and update client of delays, escalate to Supervisor for resolution
- Follow and execute all aspects of Shipping Procedures to ensure that a high degree of accuracy and precision is met and that all shipments are processed in accordance with all applicable Company SOPs
- Properly identify materials for shipment ensuring the quality, material type and quantity of materials shipped and the appropriate documentation is present
- Proficient in use of multiple couriers, shippers and data loggers and the documentation required
- Maintain a high level of knowledge of the inventory management system
- Safely operate distribution warehouse and temperature-controlled equipment, as required
- Follows all Standard Operating Procedures pertaining to site distribution including, but not limited to, control of documents and Quality policy
- Perform other duties as assigned

3.0 SKILLS / KNOWLEDGE / ABILITIES

- Basic computer skills with Word, Excel and Outlook



- Ability to operate forklift and scissor-lift
- Ability to operate equipment at various heights

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

- Communicates effectively
- Being resilient
- Customer focus
- Quality of work output
- Team unit contribution
- 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
- 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: _____