

Job Description Form



Division/Department	MedQuest Pharmacy, Medical Horizons
Position Title	Shipping Clerk
Reports To Title	Shipping Supervisor

GENERAL DESCRIPTION

The Shipping Clerk is responsible for preparing daily orders to be shipped, and conducting a final check to ensure that all products, paperwork and auxiliary items are included in the orders and packaged correctly. This employee is also responsible for the maintenance of Quality Assurance and other pharmacy records, receiving shipments and various other warehouse duties, and cleaning duties.

POSITION FUNCTIONS

The Shipping Clerk:

- Scans all products in each order and verifies that the correct shipping label prints
- Makes final review of each order's Quality Assurance (QA) form to check that all items (products/paperwork) are present. Verifies that the shipping address and method match the invoice and any special instructions have been carried out.
- Identifies refrigerated/non-refrigerated items, ensuring that items are placed in appropriate packaging, and labels the box or pack appropriately
- Demonstrates knowledge of proper packaging technique with respect to physician group specifications
- Places orders in appropriate pickup locations according to shipping method
- Organizes and files QA forms according to date filled, locates and accesses archived QA forms as needed
- Checks that all orders have been packaged and picked up by FedEx before end of shift
- Ensures shipping supply storage area is well organized and minimum inventory levels are maintained
- Ensures all daily, weekly and monthly warehouse responsibilities are completed at appropriate times, and according to the warehouse checklist
- Manages incoming shipments and delivers to appropriate recipient by following receiving procedures
- Maintains MedQuest Pharmacy's inventory of Nutrascriptives, placing orders and restocking as needed
- May rotate with other Shipping Clerks to do laundry for the compounding lab and clean the refrigerators in the shipping and Fulfillment areas
- Works together with all team members to promote a community of cooperation and respect
- Provides occasional backup for designated Nutrascriptives shipper, processing supplement orders for Medical Horizons as needed

EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS

- High School education
- Able to successfully prioritize and manage various time-sensitive job duties

- Good verbal communication, reading and writing skills, with attention to detail
- Able to routinely lift up to 25 lbs. and occasionally lift up to 35 lbs.
- Strong organizational skills, focus on efficiency and accuracy
- Willingness to become forklift certified
- Satisfactory background check results*

*Federal law prohibits the employment of any person in a pharmacy role with access to controlled substances, if that person has been convicted of a felony offense related to controlled substances. For this reason, candidates for, and employees in, non-licensed pharmacy roles, i.e., individuals who are not overseen by the Utah Department of Professional Licensing (DOPL), and who have not undergone DOPL's pharmacy pre-licensure background check process, may also be subject to background checks if they will have access to controlled substances in the course of performing their job duties, such as in the case of a Shipping Clerk.

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		