

## Job Description Form



<b>Division/Department</b>	Medical Horizons, MedQuest Pharmacy, MTS
<b>Position Title</b>	Nutrascriptives Shipping Clerk
<b>Reports To Title</b>	MH Operations Manager

### GENERAL DESCRIPTION

The Nutrascriptives Shipping Clerk is responsible for preparing daily orders to be shipped, including a final check to ensure that all products and paperwork are included in the orders and packaged correctly, and for the maintenance of Quality Assurance records. This position also provides backup shipping support to MedQuest Pharmacy, and occasional customer service support to both MedQuest Testing Services and Nutrascriptives sales.

### POSITION FUNCTIONS

#### The Nutrascriptives Shipping Clerk:

- Handles all shipping requirements for Nutrascriptives and Private Label Products (PLP), to include labeling of PLP products
- 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 products and paperwork are present, verifies that the shipping address and method match the invoice, and ensures that 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 customer and product specifications, and places finished daily 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
- Manages physical inventory of all Nutrascriptives products, White Stock and PLP, and conducts monthly inventory/cycle counts
- Maintains a First In/First Out (FIFO) inventory system, manages expiration dates and short-dated products, and removes damaged product from stock for Quality Manager review
- Ensures Nutrascriptives storage room and shipping supply storage area are kept clean and well organized, and maintains minimum shipping supply levels
- Ensures all daily, weekly and monthly product warehouse responsibilities are completed at appropriate times, and according to the product warehouse checklist
- Manages incoming Medical Horizons shipments and delivers to appropriate recipient by following receiving procedures, responsible for receiving all Nutrascriptives-related shipments
- Responsible for fulfillment and delivery of all bulk pharmacy Nutrascriptives orders
- Breaks down boxes and other packaging and places in designated receptacle
- Works together with MedQuest and Medical Horizons team members to promote a community of cooperation and respect
- Provides occasional backup to Nutrascriptives' customer service, assisting with the placement and

processing of Nutrascriptives orders, addressing customer questions and concerns, and providing excellent customer service throughout sales and order process

- Provides occasional backup to MedQuest Testing Services, assisting with requests for blood work services and access to test results, and providing excellent customer service to patients and providers
- Provides occasional backup to MedQuest Pharmacy's shipping staff, processing pharmacy orders for MedQuest 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
- Familiarity with cGMP a plus, on-the-job training available
- Minimum six months of previous internal shipping experience
- 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.

<b>Date Reviewed</b>		
<b>Employee Name/Signature</b>		
<b>Manager Name/Signature</b>		