

Shipping and Receiving Clerk (Job Code: SR019)

ACON Laboratories, Inc. is making a difference in medical care by streamlining and reducing costs of products for diagnosing a variety of conditions. The Shipping and Receiving Clerk is responsible for performing warehouse and clerical functions to meet operational goals by successfully and safely completing assigned tasks.

Essential Duties and Responsibilities:

- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, or other records;
- Load and unload boxes, raw materials and operating supplies on and off trucks, in and out of shipping areas, and within warehouse and puts inventory away in specific locations/bins. Report damaged items and records shortages;
- Able to identify differences in product type and packaging;
- Identify proper locations of products needed to fill orders, pack & prepare material for shipment, stage loads for shipment;
- Complete shipping reports by visually inspecting what is sent/loaded;
- Process incoming items – sort and deliver packages;
- Visual inspection of goods received (packing list vs shipping docs vs purchase order);
- Make record in receiving log; copy PO to Buyer and Accounting;
- Must be able to determine condition for storage of items received;
- File Material Safety Data Sheets (MSDS), Certificate of Analysis (COA) and shipping documents, when applicable;
- Maintains inventory of shipping materials and supplies;
- Cycle counting for finished goods and raw materials;
- Keep warehouse clean and organized and follows all safety procedures and SOPs; and
- Special projects, as needed.

Requirements:

- High School Diploma or equivalent;
- Minimum 2 years experience warehouse/shipping & receiving; regulated environment preferred;
- Experience with Federal Express processing – Domestic and International;
- Dependable, honest, self-motivated and team player;
- Good communication skills, detail oriented and accurate;
- Ability to perform basic math functions (add, subtract, multiply, divide);

- Proficient computer skills using Microsoft office;
- Experience with an Inventory management system, a plus;
- Ability to read and comprehend directions in order to perform the job, participate in product training, and other resources available to enhance knowledge of product;
and
- Must be customer service oriented.

This position is located in our corporate office in San Diego's biotech community. As an ACON Labs team member you'll enjoy our competitive benefits and compensation packages as well as working in a supportive team environment. We invite you to consider a career with ACON Labs. Please reference job code SR019.