

## **ChoiceSpine Job Description**

**Job Title:** Shipping Associate I  
**Department:** Logistics  
**Location:** Knoxville  
**Reports To:** Logistics Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Mark Daniels  
**Prepared Date:** 1/9/2020  
**Approved By:** David Davis  
**Approved Date:** 1/9/2020

### **SUMMARY**

Is the trainee level for the Shipping Associate series. Incumbents initially work under general supervision and as experience is gained they perform a broader range of duties and are expected to advance to the Shipping Associate level II within one year.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Packages, prepares and processes domestic and international shipments to meet on-time delivery goals.
- Ensures proper packaging and handling techniques to ensure that product arrives in good condition.
- Accurately enters data in ImplantBase and processes shipments via UPS, FedEx, Delta Dash, and Couriers.
- Certified/trained to handle hazardous materials and shipments.
- Audits picked products for accuracy and secondary verification.
- Order and receives shipping supplies.
- Perform cycle counts and helps to resolve discrepancies in the finished goods area and participates in companywide inventories when required.
- Follows housekeeping procedures which include but are not limited to; keeping personal work station clean and organized; returning tools to proper locations; and organizing storage areas.
- Follows departmental safety policies and procedures and reports safety issues and concerns immediately.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.
- Shift hours are 10:30 to 7:00 EST.

### **SUPERVISORY RESPONSIBILITIES**

Not Applicable

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good communication skills, both verbal and written
- Strong organization skills and attention to detail and accuracy
- Basic computer skills required (Word, Excel, Outlook)
- Must have excellent problem solving skills
- Working knowledge of SAP software or ability to learn

**EDUCATION and/or EXPERIENCE**

High school diploma or equivalent, and 6 months experience in warehouse environment preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid TN driver's license required

**EXEMPTION**

Non-Exempt

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working environment is typical of an office, manufacturing, and laboratory environment. Working in this environment may require the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, and work boots.