

ChoiceSpine
Job Description

Job Title: Warehouse Associate – Order Fulfillment
Department: Logistics
Location: Knoxville
Reports To: Logistics Manager
FLSA Status: Non-Exempt
Prepared By: Sarah Best
Prepared Date: 8/21/2025
Approved By:
Approved Date:

ChoiceSpine is a privately held medical device company based in Knoxville, TN, and a leading designer, manufacturer, and distributor of specialized spinal implants, instrumentation, and biologics for the surgical treatment of complex spinal disorders. ChoiceSpine has been named a Top Knoxville Workplace for three consecutive years. We offer a competitive salary, comprehensive benefits (including company-paid Life/STD/LTD), 401(k), paid vacation and holidays, and an excellent work environment.

As a member of the Logistics team, you will be assisting in the incoming and outgoing distribution of products to our customers. This position requires a highly detail-oriented candidate with the abilities to multi-task, take initiative, and utilize strong organizational skills while communicating with the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Pick product orders accurately in a fast-paced environment.
- Perform processes of receiving, bulk packing and organizing parts in accordance with department Standard Operating Procedures.
- Organize materials with a limited shelf life or expiration dates using First In First Out.
- Perform daily cycle counts and help resolve discrepancies.
- Pull, audit, pack and ship orders using FedEx and UPS.
- Receive surgical sets and associated inventory from hospitals and distributors.
- Wash instrumentation as per ChoiceSpine procedures.
- Reconcile and replenish sets as per the Bill of Materials.
- Ensure set instrumentation and implants function properly and are aesthetically presentable.
- Utilize labeling software to fulfill internal labeling and re-labeling requirements.
- Follow housekeeping procedures which include but are not limited to; keeping personal workstation 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 10:00am to 7:00pm 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.

- Excellent organizational skills and meticulous attention to detail
- Excellent communication skills, both verbal and written
- Basic computer skills required (Word, Excel, Outlook)
- Must have excellent problem-solving skills
- Ability to work collaboratively with team
- Experience in Sterile Processing is a plus

EDUCATION and/or EXPERIENCE

High school diploma or equivalent and experience in warehouse or hospital environment preferred.

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 handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds with help if needed. Must be able to visually inspect small parts.

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 gloves.