



Job Title:	Warehouse Associate	Job Category:	Full-Time
Department/Group:	Warehouse	Travel Required:	minimal

Position Description

ROLE AND RESPONSIBILITIES: The role of the Warehouse Associate is to complete and coordinate the day-to-day operational functions of packing, shipping, receiving, and distribution of prescription drug products in a manner compliant with standard policies and procedures. Responsibilities include:

- Receives, inspects, verifies, unpacks, and appropriately stocks products in accordance to all regulatory and storage requirements.
- Completes all necessary documentation and reports pertaining to inventory movement and transactions.
- Assists in accurate inventory counts and maintains accurate storage records pertaining to products in quarantine.
- Operates warehouse equipment (dolly, forklift, pallet-jack) in an efficient and safe manner
- Prepares orders for shipment in accordance to all regulatory and manufacturer requirements.
- Participates in the housekeeping of the warehouse, including monitoring packing materials and other supply needs.
- Other duties as assigned

ACCOUNTABILITIES AND PERFORMANCE MEASURES:

- Accountable for accurate order processing, inventory management, and documentation
- Accountable for adherence to all policies, procedures, and applicable regulatory requirements
- Responsible for conducting duties efficiently in order to ensure every order is shipped in a timely manner.

QUALIFICATIONS:

- Prefer a minimum of two years of verifiable paid work experience related to the distribution, dispensing, and/or record-keeping of prescription drugs.
- Prefer an applicant Certified as a Designated Representative by the Florida Department of Business & Professional Regulation or is a candidate for licensure by passing an examination given by the Florida licensing board regarding federal laws governing drug distribution.
- Prefer an applicant that is licensed as a Designated Representative by the California Board of Pharmacy or is a candidate for licensure by completing a training program that addresses subjects such as California and federal law relating to drug distribution, quality control systems, USP standards relating to safe storage and handling of drugs.
- Must have a High School Diploma or GED
- Physically able to bend, twist, stoop, reach, climb ladders, lift materials up to 50lbs
- Operates a forklift, pallet-jack and other warehouse equipment
- Must be willing to submit to an extensive criminal history check.

**Skills:**

- Effective verbal and written communication skills
- Basic computer skills
- Proficient in basic math skills
- Detail-orientated
- Highly productive in a fast-paced environment

Benefits:

Competitive salary, Medical, Dental, Vision Insurance, FSA, and Dependent Care FSA, 401(k) plan with matching contributions, and more.

About BDI Pharma, Inc.

BDI Pharma is a privately owned national specialty pharmaceutical distributor. We create customized solutions to meet the distribution and support needs of manufacturers, healthcare providers, and patients throughout the life of each product within the specialty, niche pharmaceutical market. Throughout our 20+ year history, BDI Pharma has built a solid reputation based on our core values of professionalism, integrity, ethics, and responsibility.

HOW TO APPLY:

For more information about BDI Pharma, please visit our website www.bdipharma.com.

Applicants should send a resume and cover letter detailing their qualifications and interest in the position to apply@bdipharma.com. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to provide proof of eligibility to work in the US, and will be subject to a background check and drug testing.

BDI Pharma provides equal employment opportunities (EEO) to all employees and applicants for Employment without regard to race, color, religion, sex, national origin, age, or disability.