
Materials Management Inventory Clerk

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 15 May 2013

Revision Date:

Job Summary:

The Materials Management Inventory Clerk performs warehousing, distribution, shipping, and receiving duties. The Materials Management Inventory Clerk is responsible for the proper routing, storing, shipping, and receiving of incoming and outgoing equipment and materials.

Essential Duties and Responsibilities:

- Maintain accurate records of items shipped and received.
- Process items for shipment according to established guidelines and procedures.
- Receive items according to established guidelines and procedures.
- Communicate incoming and outgoing status to appropriate internal customers and managers.
- Maintain an organized, safe, and efficient work area.
- Ensure effective tracking of shipments.
- Performs inventory cycle counting and reporting.
- Responsible for maintaining inventory location system.
- Ensure material is properly located and inventoried correctly.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
- Ability to use computers, Microsoft applications outlook, word, excel
- Familiarity with UPS/Fed Ex systems and requirements for International Shipments
- Ability to work under time constraints and meet deadlines in a timely manner

- Excellent attention to detail
- Good communication and organizational skills

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 35 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
 - Ability to handle inventory/boxes and place/remove same to/from shelving up to 6ft. high.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High School Diploma or GED required
 - Inventory Control experience required
 - Shipping and Receiving experience required
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.
