



## **Warehouse Associate Malvern, PA**

**\*\*\*2nd Shift/10 hours: Monday-Thursday 3:30pm-1:30am\*\*\***

Havpak, Inc. is a world-leader in top-quality packaging, assembly and manufacturing services. Generating over 25 years of expertise, we have grown from a small family-owned company into a full-service global resource. We continue to grow by providing honest value to our loyal customers. We deliver innovative, responsive solutions that create greater value for our customers and partner with our customers for the long term.

The Warehouse Associate is responsible for carrying out the logistics of receiving, processing, storing and sending inventory according to purchase orders and shipping schedules.

***Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.***

### **Key Responsibilities:**

- Unload and load product from and into trucks and containers
- Operate forklift in compliance with all Safe Practices & SOP's.
- Submit orders for supplies and pallets to the Warehouse Manager when needed
- Breakdown pallets
- Maintain an accurate inventory of the warehouse
- Submit any raw product received in to be entered into system
- Inspect products for damages; report as needed
- Maintain a clean and orderly warehouse environment
- Prepare products for shipping
- Operate in compliance with all Safe Practices & SOP's.
- Responsible for delivering all Product Quality Requirements and defined for Class 1 Medical Devices.
- Completion and adherence to all Quality SOP's and GMP's.
- Other duties as deemed necessary

### **Knowledge, Skills and Experience Required for Success:**

- Manufacturing Experience preferred.
- Experience of driving and maneuvering forklift preferred
- Must have good communication skill
- Familiarity with the use of hand trucks, pallet jacks, and other necessary warehouse equipment

- Must be forklift certified or obtain certification within the first 90 days of employment.

**Work Environment/Physical Demands:**

- While performing the duties of this job, the employee regularly works in a warehouse/manufacture setting.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear
- Must be able to lift up to 50 pounds at a time

Havpak, Inc. an equal opportunity employer that does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. Our goal is to be a diverse workforce that is representative of our customers and communities. We are committed to building a team that is inclusive of a variety of backgrounds and perspectives.