

Warehouse Associate – Full-Time Day Shift

DMS Pharmaceutical Group (“DMS”) is a full line pharmaceutical wholesaler and specialty distributor. DMS has been in business since 1995 and is recruiting for a warehouse associate to work in our Park Ridge, IL facility. The Warehouse Associate will be responsible for daily operations of the warehouse and safeguarding the integrity of warehouse products. The successful applicant will maintain high levels of accuracy in day-to-day operations, lead and develop the warehouse team and provide impeccable customer service to our clients. If you have the knowledge and expertise in warehouse distribution, we invite you to apply today.

Job Responsibilities:

Supervision, Safety Management, Developing Standards, Managing Processes, Surveillance Skills, Inventory Control, Reporting Skills, Analyzing Information, Judgment

Job Duties:

- Managing warehouse in compliance with company’s policies and vision
- Overseeing receiving, warehousing, distribution and maintenance operations
- Pick, pack and ship
- Setup layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Liaison with Customer Service Representatives and transport companies
- Assign tasks appropriately, motivate employees and appraise results
- Receive feedback and monitor the quality of services provided

Requirements:

- Proven work experience in a warehouse
- Operate forklift
- Prior experience operating handheld scanners
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Hands on experience with warehouse software and databases
- Leadership skills and ability to manage staff
- Strong decision making and problem-solving skills
- Excellent communication skills
- Pharmacy Tech preferred, but not required
- Preference given to someone with logistics and supply chain management experience
- Special consideration given to qualified Veterans