

Fullfillment Associate

What You Will Do

Fullfillment Associate works under the direction of the Pharmacist In Charge. This position assists in the pharmacy fulfilling orders. Conducts sales and customer support, addresses complaints and resolves problems, prepares orders for mail pickup, invoices online orders, and completes special deliveries and vendor pickups using company vehicle. Fulfill online orders by performing the following duties.

Assist order fulfilment to include:

- Picking from pharmacy
- Quality assurance checks
- Preparation of orders for mail or courier pick-up
- Managing warehouse inventory of shipping supplies
- Special VIP deliveries/pick-ups
- Completing special projects and facility maintenance
- Invoicing completed online orders
- Assists answering phones

Required Experience

High school diploma or general education degree (GED); and one to three years of related warehouse fulfillment experience is preferred, but not required. Healthcare or Non-profit background is a plus.

While performing the duties of this job, the Team Member is frequently required to stand; walk; use hands to lift, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The Team Member must frequently lift and/or move up to 50 pounds.

Seniority Level

Entry level

Industry

- Non-profit Organization Management
- Retail
- Hospital & Health Care

Employment Type

Full-time

Job Functions

- Customer Service
- Information Technology