



JOB DESCRIPTION

The nature of *LIN ZHI INTERNATIONAL*'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

JOB TITLE:

Shipping & Receiving Technician

RESPONSIBLE TO:

Shipping Manager

GENERAL DUTIES:

- The Shipping and Receiving Technician is responsible for the preparation of outgoing shipments and the receipt of incoming shipments.
* Additional duties may be added as the need arises.

SPECIFIC DUTIES:

- Outgoing shipments of all products - properly pick, package, and verify quantities, and destination.
- Work with QuickBooks to process orders and to generate shipping documentation (sales orders, shipping lists, etc.).
- Complete all documentation in accordance with company procedures and Standard Operating Procedures.
- Communicate with customers regarding:
 - Shipment confirmation
 - Estimated arrival dates
 - Available products/expiration dates/back-order status
- Communicate with various departments (Production, Inventory and Finance) regarding product, shipping, and customer account issues.
- Maintains inventory of shipping materials and supplies.
- Assists the Packaging department as needed. Duties may include labeling, filing, and packaging of finished good products.
- **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 this job.
 - Must be able to lift up to 50 pounds.
 - The position is active and requires sitting, standing, walking, bending, stooping and crouching.
 - Frequently work in and out of a cold room with temperature ranging from 35 – 40 °F.
- * Additional duties may be added as the need arises.



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QUALIFICATION & EXPERIENCE REQUIREMENTS:

- Excellent verbal and written communication skills.
- Working experience of the internet/e-mail, Word, and Excel programs is preferred but not required.
- Previous experience with FedEx & UPS on-line delivery/pick-up and QuickBooks is preferred but not required.
- Candidates should have a high attention to detail and ability to work well under deadline situations.

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.