

Position Description

This should be completed with discussion between an employee and their manager. The completed statement must be submitted to HR.

HR Use Only

PD No:

Current Position Details

What's the title of the Position?

Warehouse Specialist

Title of Position that this role reports to:

Warehouse Manager

What country will this position be performed in?

USA

Does this role have any direct reports?

Yes No

If yes, who are the current direct reports? (list position titles)

What is the authority level of this role?

e.g. Purchasing authority up to \$1,000. Approve Work Instruction changes.

N/A

What is the overall purpose of this role?

Support the warehouse team with operational activities



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List the areas of responsibilities here:

- Responsible for assisting Warehouse Manager receiving items against purchase orders
- Accurately processing receiving paperwork
- Responsible for picking all inventory, boxing, and shipping for customer orders
- QC on all LMark syringes to ensure they meet performance standards
- Responsible for cycle counts to ensure inventory is accurate
- Reorganize warehouse floor to optimize space and efficiency
- Other duties as assigned

Health Safety & Environment

- Exhibit safe conscious behavior in and around the workplace through;
- Taking reasonable care for your own health and safety
- Complying with safe work policies, procedures, instruction, and site safety rules
- Participating in safety training
- Reporting health and safety hazards
- Reporting all injuries & incidents
- Using safe equipment and personal protective equipment as instructed or required
- Protecting yourself & others from harm
- Cooperate and comply with any reasonable request relation to work health and safety

Quality

- Apply Trajan's Quality Policy and Objectives
- Apply and develop the Trajan Management System, including the Quality Management System (QMS)
- Use Trajan's problem-solving techniques and processes as applicable
- Promote a "Can it be better?" approach in relation to product and processes
- Appropriately manage and report problems or non-conformances

What qualifications, skills, experience, and abilities are thought necessary to succeed in this role?

Qualifications/Formal Education:

- High School degree required

Work Experience:

- A strong work ethic and commitment to generate high quality work under tight deadlines, collaborative approach and proactive attitude a must.
- Experience working in a warehouse (preferred)

Skills/Knowledge/Abilities:

- Self-starter and able to work in a fast-paced environment within a team.
- Basic Computer skills (Microsoft Office)
- Excellent organizational, recordkeeping and communication skills (verbal and written).
- Ability to lift boxes up to 50lbs

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- Must have strong attention to detail and excellent observational skills.
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How will success in the role be measured?

- Strong co-operative and flexible approach working with and supporting the broader team
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How will success be rewarded?

- Recognition and potential for merit increases
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Where can success in this role lead, in terms of personal and career development?

- This position could lead into a full time position and eventually a management position as we grow
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