



## **WAREHOUSE PERSON**

1<sup>st</sup> shift, Montague, MI

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, nutritional supplements, prescriptions, beverages and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase right now. Learn more about us at: [www.towerlabs.com](http://www.towerlabs.com).

### **JOB SUMMARY:**

Responsible for all aspects of warehousing activities, both physical and administrative. Prepare finished product for delivery to customers. Inventory raw materials. Transport products to and from warehouses. Use of electronic database to complete necessary documentation and paperwork.

### **JOB ESSENTIAL FUNCTIONS:**

1. Maintain adequate supply of packaging materials to the production lines, as well as required paperwork; including maintaining accurate accountability of all packaging components and finished goods (use of electronic database).
2. Perform general material movement functions; (i.e. assist in removing completed pallets from production line; transport bulk powders and packaging materials from warehouse to production area).
3. Wrap skids as produced, enter into electronic database and put into designated storage area.
4. Load and unload trucks as required.
5. Receive and record all incoming materials
6. Inspect goods to ensure that there is no contamination or damage.
7. Maintain inventory of finished goods including keeping warehouse and racks organized, neat and clean.
8. Ship finished product to customers in timely manner.
9. Using electronic database, complete necessary documentation and paperwork accurately and timely.
10. Communicate with vendors to verify shipping/delivery information.
11. Work as a team member; be cooperative with all departments and staff to meet company objectives.
12. Perform all work in accordance with established Safety, cGMP and company procedures.
13. Other related responsibilities as assigned.

### **JOB REQUIREMENTS:**

- Previous experience in shipping and receiving
- Must have drivers license with good driving record
- Ability to operate fork lift vehicles
- Demonstrated ability to multi-task with attention to detail; accuracy very important
- Demonstrated computer skills; using database to enter, retrieve and process information

- Lifting up to 50# with moderate frequency
- Basic math skills
- Work well with others, able to follow directions

This medium sized company is headquartered in Centerbrook, Conn., and offers a friendly, dynamic working environment with a competitive benefit package including 401(k) with generous company match. Come join our team! Tower Labs is a Socially Responsible Employer and a great place to work!

**Qualified candidates may submit resume and cover letter via email to:**  
[hr@towerlabs.com](mailto:hr@towerlabs.com).