

Warehouse Associate/Delivery Driver

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/delivery driver position to work in our Park Ridge, IL facility

Job Duties:

- Responsible for daily operations of the warehouse and safeguarding the integrity of warehouse products
- High levels of accuracy in day-to-day operations
- Pick, pack and ship
- Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols
- Controls inventory levels by conducting physical counts; reconciling with data storage system
- Maintains logs with regards to warehouse error – shipping errors, picking errors, receiving errors in an effort to improve upon and eliminate errors
- Contributes to team effort by accomplishing related results as needed
- Assist in annual warehouse inventory
- Make deliveries promptly while maintaining a friendly and helpful relationship with the customer

Requirements:

- Valid Driver's License and clean driving record
- Warehouse Experience
- Experience operating a forklift
- Experience operating handheld scanners
- Strong decision making and problem-solving skills
- Excellent communication skills
- Special consideration given to qualified Veterans

Job Type: Full-time

Please send your resume to rx@dmspharma.com