

# Protecting the Vulnerable™



## POSITION SPECIFICATIONS

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Shipping & Receiving Clerk

Date 29-June-2021



## ABOUT OUR COMPANY

Mesa Laboratories, Inc. (Mesa) is a global technology innovator committed to solving some of the most critical quality control and analytical challenges in the pharmaceutical, healthcare, industrial safety, environmental, food and beverage industries. Mesa offers products and services through four divisions (Sterilization and Disinfection Control, Instruments, Cold Chain Monitoring and Cold Chain Packaging), which help our customers ensure product integrity, increase patient and worker safety, and improve quality of life.

*Today, each of Mesa's products and services play a role in ensuring the safety and efficacy of the products we use every day. No matter if it's the environment, products or people, Mesa is committed to Protecting the Vulnerable™.*

Founded in 1982, Mesa went public in 1984. After 10 years of more than 15% growth per year, the company now has revenue approaching \$100M and a market cap of approximately \$750M. Our growth is attributed to the 350+ dedicated employees who follow our customer-focused, lean-based value system, called *The Mesa Way!*. The Mesa Way! is based on four pillars that drive our work every day:

**Measure what Matters:** We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

**Empower Teams:** We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

**Steadily Improve:** We leverage a common and proven set of lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and quickly implement change.

**Always Learn:** We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

**Position:** **Shipping & Receiving Clerk**

**Posting Expiration:** Screening of resumes will begin on **29-June-2021**

**Location of Position:** Lakewood, CO

**Reporting Relationship:** This position reports to the Manager of Inventory Control & Warehouse

**Job Classification:** Hourly

**Supervisory**

**Responsibilities:** None

**Scope of Position:** Under general supervision, ensures materials and related documentation are appropriately dispositioned and processed according to shipping and receiving protocol.

**Essential Duties** Core duties and responsibilities include the following. Other duties may be assigned.

- Complies with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment.
- Maintains positive and courteous demeanor with guests and employees, and committed to being a team player.
- Receives, unpacks, and examines goods shipped and verifies completeness of shipments against bills of lading, invoices, and other records.
- Keeps records of goods shipped.
- Prepares boxes for shipment according to specifications.
- May route incoming goods to departments.
- Prepares products for shipment.
- Performs other duties as assigned, including assisting assembly as needed.
- Removes trash/cardboard daily as part of a routine schedule.
- Counts and compares quantity and identification numbers of units against order.
- Prepares identifying information and shipping instructions on containers.
- Moves containers to shipping dock using pallet jack or other similar equipment.

- In the spirit of continuous improvement, looks for opportunities to improve processes and practices within the department.

**Professional Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The optional categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High school diploma or GED required

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Lifting is required every day.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments and problem solving is desirable. Must have the ability to handle repetitious and tedious job functions.

A typical office environment and biological laboratory environment comprise the bulk of the work environment for this position.

**Compensation:** Salary, general bonuses, and benefits will be offered commensurate with the successful candidate's experience and qualifications. Benefits include medical, dental, vision, life, accidental death and dismemberment, short term and long term disability, Paid Time Off, paid holidays, 401k retirement with company match.

**Contact:** Mack Lloyd | Mack.Lloyd@mesalabs.com | 919-694-1125

**How to Apply:** Submit current resume/CV to [Mack.lloyd@mesalabs.com](mailto:Mack.lloyd@mesalabs.com). Include the position title in the subject line.

***Mesa Labs is an Equal Employment Opportunity Employer.  
Mesa Labor prohibits unlawful discrimination and harassment against  
applicants or employees based on age, race, sex, color, religion, creed, national***

***origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.***