



Company/Organization Name: Pharma Logistics

Location: 1050 E. High St. Mundelein, IL 60060

Position/Title: Closing Associate

The Pharmaceutical Returns and Shipping Associate is responsible for processing, packaging, and checking the quality of authorized pharmaceutical returns to manufacturers or wholesalers. The work schedule is part-time, Monday through Friday.

Examples of Duties:

- Ensures proper labeling and packing slips for all outgoing product.
- Updates, verifies and corrects errors
- Generates reports for customers and invoicing.
- Posts PDF files of completed reports to Website
- Closes job systematically in Pharma Jobs and Sales Logix
- Updates and changes price codes with corrections
- Responsible for hazardous material disposal and non returnable disposal
- Achieves a daily production rate
- Organizes and monitors workflow to maintain quality/quantity standards
- Trains new team members

Knowledge, Skills and Abilities:

- Knowledge of typing and data entry procedures and methods
- Knowledge of steps and procedures to maximize return value
- Proficiency in Word, Excel, and internet explorer web browser
- Complete knowledge of all office machine functions
- Complete knowledge of phones and phone systems
- Ability to effectively communicate with coworkers and customers.
- Knowledge of labeler codes, NDC numbers and manufacturer groupings

Minimum qualifications:

- Ability to achieve the minimum acceptable performance standards for the position
- Pass a basic computer skills test and/or typing test

- Ability to work overtime, holidays, and weekends as requested
- High School Diploma or GED

Salary Range: \$11+/hr

Application Instructions: [Apply online or contact Lana Kart: lkart@pharmalogistics.com](mailto:lkart@pharmalogistics.com)

To Apply Online: <http://www.pharmalogistics.com/careers/job-openings.aspx>