



World Medical Relief, Inc. Medical Supply Packager Job Description

Supervised by: Director of International Program
Status: Full-Time, Hourly, 40 hours per week
Salary: \$12.00 - \$14.00

Summary of Responsibilities: To coordinate the packaging of all types of medical supplies. Proper documentation and packing procedures are to be completed with each shipment. Previous experience in the healthcare profession or education is preferred.

Specific Responsibilities:

- Coordinate packing of medical supplies for international shipments and medical missions
- Work closely with the Medical Supply Coordinator who oversees the sorting of the medical supplies
- Manage daily plan to exceed expectations for productivity and accuracy
- Maintain a clean, safe workspace
- Assist volunteers as need in medical supply sorting/packing area.
- Other duties, as assigned by management

Position Requirement

- Worker is required to lift at least 50 pounds, walk, stand, bend or twist for most of the shift.
- Great attention to detail
- Good communication skills, both oral and written
- Able to identify problems and evaluate resolutions for a positive outcome
- Good decision-making ability and judgment
- Discretion and confidentiality are crucial
- Neat and organized

Preferred

Ability to operate pallet jack

