

Logistics assistant

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Company: OFFIMEDICAS S.A

Location: Bucaramanga

Category: other-general

In search of strengthening our team, a leading company in the health sector requires **Warehouse and Dispatch Assistants in Bucaramanga**. We value experience in order preparation, solid knowledge in merchandise storage, skills in office tools, teamwork, collaboration, problem solving and willingness to assume responsibilities.

Requirements:

- Experience in inventory management.
- Experience in order preparation, picking and packaging.
- Knowledge of merchandise storage.
- Experience working at heights (optional).
- Experience in using office tools.

Responsibilities:

- Reception and review of medications and supplies according to established procedures.
- Efficient classification and organization of pharmaceutical products in the warehouse to facilitate their quick location.
- Preparation of reports of non-compliant products, managing their processing with the corresponding areas.
- Control and registration of merchandise exits from the warehouse.
- Generation of dispatch guides, provision of information for departure orders and efficient grouping of them.
- Active participation in physical inventory activities.
- Maintenance of optimal hygiene and sanitation conditions during storage.

· Archive of transportation guides and records related to the logistics operation.

Conditions:

· Salary: \$1,345,000 + social benefits.

· Work schedule: Rotating shifts - 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm, 10:00 pm to 6:00 am.

· Direct fixed-term contract with the company.

We are looking for a professional with outstanding skills to work under pressure, excellent communication, speed in executing tasks, positive attitude, sense of belonging and willingness for professional growth. This is the perfect opportunity to be part of a committed team in the health sector. Join our team and grow with us!

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