Downloaded from <https://www.velvetjobs.com/job-descriptions/freight-associate>

# Example of Freight Associate Job Description

Our growing company is looking to fill the role of freight associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for freight associate

* Participate in the development and implementation of new supply chain processes
* Manage Finished Goods Supply Chain models
* Manages freight invoices within the transportation management system
* Make payment of international freight when necessary
* Unload daily deliveries and stock cases, displays and backroom coolers with new and existing products/inventory
* Verify that quantity, quality and products delivered match invoices and assist department in tracking vendor credits and records of inventory, damages and variances
* Properly handle products, use equipment, keep accurate logs and follow sanitation practices in accordance with food and human safety guidelines
* Identify and process product that is available for a price reduction sell though
* Communicate critical items to be pulled for immediate processing on arrival while keeping all teammates aware of stock availability and the arrival of new product
* Compile feedback for the Allocation and Merchant Teams based on selling trends, ownership, and individual needs

## Qualifications for freight associate

* Provide support as Sales Associate, Service Manager and other assigned duties as needed
* Plan, implement, coordinate and execute audit (internal) processes including defining the audit scope, testing to ensure adherence with established controls, and reporting known or possible deficiencies
* Ability to read and speak the English language proficiently in order to communicate with others
* Areas
* Preps merchandise for the merchandising process by ensuring merchandise is sorted and staged appropriately
* Assists selling department Associates and Store Management in moving merchandise and fixtures on the selling floor or between the selling floor and stockroom areas