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# Example of Freight Associate Job Description

Our company is searching for experienced candidates for the position of freight associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for freight associate

* Remain proactive when resolving invoice process problems and make sure they are paid correctly and on time
* Be prepared to test new programs for the group when upgrades are released to ensure they perform the expected functions
* Maintain relationships with internal customers external vendors
* Other assigned duties by supervisor
* Maintain customer order integrity by pulling orders accurately and packing the orders in a manner that will ensure quality upon delivery
* Associates will be trained in the use of RF Scanners and printers Voice Pick system
* Other job duties that may be assigned
* Other duties that may be assigned by leadership
* Unloads and unpacks shipping trucks
* Examines shipments, rejects damaged items, records shortages and overages

## Qualifications for freight associate

* Previous Accounts Payable experience required
* Attention to detail, ability to operate multiple financial systems simultaneously
* Background and drug testing will be required
* Prearing international and domestic shipment
* Recording, inspecting, checking, auditing all outbound shipments
* Creating outbound shipment documents