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

# Example of Freight Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position 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

* Adhere to specific client SOP's
* Learn the billing functions
* Follow up and/or track shipments with agents, carriers and warehouses
* Provide direction to ensure the maintenance of the stockroom is clean, safe and in accordance with company directives
* Manage the daily replenishment and put away processes to ensure timing and accurate execution
* Assign tasks and monitor schedule/breaks for the associates within their department
* Assist associates to provide increased service to customers in response to specific needs and requests
* Execute activities related to store initiatives (for example, efficiency procedures, safety procedures)
* Participates in developing and supporting strategies for identifying, selecting, quantifying, and maintaining relationships with vendors
* Evaluates and recommends improved techniques for operations control, reliability, quality, and safety

## Qualifications for freight associate

* Keyboarding and/or typing speed 55 WPM, preferred
* Working knowledge of the Edge system preferred
* Track shipments and obtain proof of delivery
* Acquires Returned Merchandise Authorizations and arranges appropriate
* Must have good analytical skills, be able to prioritize jobs, manage projects, solve
* Minimum of Five years customer service/dispatch experience or related degree