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# Example of Logistics Operator Job Description

Our growing company is looking to fill the role of logistics operator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for logistics operator

* Interact with production supervisors to improve Logistics within the building
* Fill out and distribute documentation for raw material receipts
* Work with Purchasing for pick up of drums, totes, wood pallets
* Act as a liason with 4 shift Supervisors on packaging errors/problems
* Prepare Packing slips and Bills of Lading for outbound shipments
* Assist Logistics Operators on bulk raw material paperwork and staging
* Assist with mid and end of month inventories in laydown yard and warehouses
* Provide backup for Logistics Representatives
* Be responsible for training of Temporary Staffing
* Coodinate DO from broker to FF

## Qualifications for logistics operator

* Working knowledge of ISO 9001, C.O.S.H.H
* Comprehension of basic safety principles including proper lifting and use of personal protective equipment.•Advanced forklift skills (single-wide/double-wide, HiJaw, Cascade)
* Minumum High School Diploma or Equivalent preferred
* Switcher operation certification
* Operation of logistics inventory management system(s)
* Internal movement of materials within the plant to maximise space effectively