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# Example of Shipper/receiver Job Description

Our company is looking for a shipper/receiver. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for shipper/receiver

* Review invoice/packing list, pull and pick required product and ensure product and accessory items are correct (part numbers, lot numbers) and match the invoice/packing list
* Pick inventory in FIFO order
* Utilize UPS/Fedex/DHL software for shipments
* File all end-of-day shipping documents
* Provide information to carriers regarding shipments
* Issue call tags as required
* Performs receipt data entry
* Maintains records of goods received
* Performs any related warehouse duties as directed such as trash removal, cart distribution
* Gather, verify, and pack items for shipment according to specifications and the transportation method used

## Qualifications for shipper/receiver

* Loads outbound freight
* Move on-test finished goods from packaging to B100 on-test area
* Loads and unloads trucks and interfaces with common carriers
* Signs bill of ladings for incoming shipments and process IBL, packing lists for receipts from vendors using POLIS and WCS
* Checks incoming product against documentation to verify accuracy, sorts products and prepares it for putaway
* Receive product into WCS using barcode scanners or CRT