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# Example of Shipper/receiver Job Description

Our innovative and growing company is hiring for a shipper/receiver. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for shipper/receiver

* Troubleshoots and resolves problems with internal departments related to duties
* Unloads trucks with mobile equipment
* Counts product by hand and with the use of piece count scales
* Delivers packages to internal departments
* Receive and sign for all incoming packages and shipments
* Prepare all outbound shipments in accordance with established procedures and guidelines
* Process airborne outgoing shipments according to established guidelines
* Reconcile freight invoices in a timely manner
* Track all incoming equipment, and ensure each piece is signed for by the customer
* Respond to customer calls/requests in a timely manner

## Qualifications for shipper/receiver

* Cycle count/physical inventory, auditing experience preferred
* Lift machine experience
* Must have a valid driver's license with a clean driving record, verified by the DMV
* Skilled in filling orders for Shipping, Assembly and Machine Shop areas
* Responsible for the smooth flow of input materials, proper handling of materials and components in the manufacturing warehouse, correct and timely supply of production materials and finished products receipt into the warehouse
* Responsible for the correctness of the material condition and component manufacturing warehouse