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# Example of Shipper/receiver Job Description

Our company is looking for a shipper/receiver. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for shipper/receiver

* Do periodic cycle counts
* Lifting of boxes is required
* Receive, sort, distribute and load outgoing deliveries into SUL vehicles in coordination with other mailroom personnel
* Prepare a wide variety of sizes and types of items for world-wide shipping, including proper labeling and customs declarations
* Prepare and package items using methods and materials most appropriate to the item being shipped
* Determine shipping costs for each outbound package
* When needed, palletize and shrink wrap large outbound shipments
* Pack and unpack bins/totes/crates of bindery materials ensuring items are protected
* Help assist or direct vendors while picking up shipments
* Maintain compliance with laws

## Qualifications for shipper/receiver

* Lift truck certification and a valid driver’s license
* Lifting up to 50 pounds for short distances
* Ability to operate a forklift and other equipment
* Able to bend, lift, and remain physically active throughout shift
* Good tolerance for odors
* High school diploma preferred, or a combination of work experience and education