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# Example of Shipper Job Description

Our growing company is looking for a shipper. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for shipper

* Assists with cycle counts as needed
* May select, pack and wrap product to be shipped
* May receive inbound material including finished product from other locations, raw materials, operating supplies and equipment and transfers to appropriate storage locations
* May receive raw material for inventory, samples raw material for QC, and pulls raw material for production
* Perform other duties as assigned by the Paint/Shipping Supervisor or trainer
* Perform other duties as assigned by the Operations Support Supervisor or trainer
* Preparation of all export documentation and ensure accuracy of all documentation
* Research and ensure proper codes are utilized for international shipments
* Ensure most cost effective method of shipment is used while also ensuring customers expected receipt requirements are met
* Assist with picking of manufacturing and sales orders

## Qualifications for shipper

* The ability to identify below standard products and rectify the production issue
* Put product away in available space by proper area/zone using order pickers, turret trucks, pallet jacks and barcode scanners
* Must attain proficiency in using the LMI’s Work Order Tracking Program
* Experience with ERP system preferred but not required
* Experience with Microsoft Office SW Applications preferred but not required
* Previous experience with IATA Hazmat shipping is preferred as certification will be a requirement