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# Example of Shipper Job Description

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

## Responsibilities for shipper

* Ability to work rotating shifts and erratic work schedules
* Perform housekeeping and cleanup activities in all bagging station work areas
* Perform all other jobs assigned by Production Supervisors or Management personnel
* Support continuous improvement, learning new equipment and processes, training others and sharing operational knowledge is an essential objective of the position
* Multi-task, prioritize assignments and job duties, and work in a fast paced work environment with limited supervision
* Be physically able to lift 50 pounds
* Be able to follow instructions provided on paper or by email
* Be able to work a rotating shifts
* Errors in Packing Slip Ship Type or Shipping Address generated by a Patient Care Coordinator are corrected, noted on copy of Packing Slip and given to Shipping Resolution Associate for documentation and error tracking
* Generate UPS Shipping Label

## Qualifications for shipper

* Three (3) years related experience working with Defense Logistics Agency and tactical equipment preferred
* Knowledge of Defense Logistics Agency inventory management systems and techniques is preferred
* You will be required to attend HazMat packing school
* Continued employment is based on your passing and maintaining your HazMat certification
* High school diploma or equivalent and 6-12 months shipping and receiving experience in a manufacturing environment required
* Knowledge of HAZMAT DOT regulations