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# Example of Warehouse Shipping Job Description

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

## Responsibilities for warehouse shipping

* Packaging, receiving and transportation of hazardous and non-hazardous materials using appropriate material handling equipment including pallet jacks and forklift
* Perform a variety of warehouse and shipping tasks including tasks related to compliance with DOT, IATA and other applicable transportation regulations
* Familiar with standard concepts, practices and procedures within the field of shipping, receiving and warehouse operations including refilling of shelves with stock from bulk area, inventory and advising of low counts
* Implements the completion of all required transactional steps to ship or receive material
* Provides assistance when requested, in preparation of research and development samples for local or international shipment
* Stocks incoming materials in assigned locations
* Maintains safe/clean work environment by keeping shelves and floor area neat and well organized
* Must be able to climb, bend, kneel, squat and lift 50 lbs
* Coordination and prioritization of the day to day activities for the shipping/receiving/warehouse personnel
* Determine work procedures, prepares work schedule, and expedites work flow

## Qualifications for warehouse shipping

* Quick learner, thrives in a fast-paced environment who is able to manage multiple deadlines and responsibilities
* Keen eye for details and ability to stay focused on the details
* Prior experience managing in a Union environment is preferred
* Inventory, Equipment maintenance, data entry and computer skills
* Fork lift and crane experience is required
* Must have excellent organizational skills, be highly motivated, and be able to follow through on duties and assignments with minimal supervision