Example of Freight Associate Job Description

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Our company is searching for experienced candidates for the position of freight associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for freight associate

- Remain proactive when resolving invoice process problems and make sure they are paid correctly and on time
- Be prepared to test new programs for the group when upgrades are released to ensure they perform the expected functions
- Maintain relationships with internal customers external vendors
- Other assigned duties by supervisor
- Maintain customer order integrity by pulling orders accurately and packing the orders in a manner that will ensure quality upon delivery
- Associates will be trained in the use of RF Scanners and printers Voice Pick system
- Other job duties that may be assigned
- Other duties that may be assigned by leadership
- Unloads and unpacks shipping trucks
- Examines shipments, rejects damaged items, records shortages and overages

Qualifications for freight associate

- Previous Accounts Payable experience required
- Attention to detail, ability to operate multiple financial systems simultaneously
- Background and drug testing will be required
- Prearing international and domestic shipment
- Recording, inspecting, checking, auditing all outbound shipments