



Example of Shipper Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Pull orders per shipping pick tickets
- Complete bills of lading, shipping papers and other records as required
- Stamp, stencil or attach identifying information and shipping instructions onto crates or containers
- Detect faulty operation of equipment, incorrect orders, items or counts and refer questionable situations to the supervisor
- Maintain work area, material, tools, and equipment in a neat, orderly and proper housekeeping manner
- Observe and comply with company work and safety rules
- Perform these and other comparable related duties as instructed
- Complete bills of lading, shipping papers and other records as required using company computer system
- Generates shipping documentation such as airway bills, (S.E.D.'s) Shippers Export Declarations and (S.L.I.'s) Shippers Letter of Instruction for domestic and international shipments
- Scheduling with Freight Forwarders and (LTL) less than load Carriers

Qualifications for shipper

- Ability to produce high quality, defect free work is necessary
- This position requires the ability to perform heavy lifting
- Unload inbound freight, verify accuracy of shipper's and carriers' counts,

- Prepares receiving records for and delivers incoming non-inventory items to departments and obtains receipt for goods delivered
- Checks pick list/shipping order for specific shipping instructions and routes/ships products as required
- Maintains shipping equipment and material required