



Example of Shipping Associate Job Description

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Our company is growing rapidly and is hiring for a shipping associate. 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 shipping associate

- Work overtime and adjust to schedule changes as needed
- Ship raw materials
- Count, sort and inspect all inbound freight to ensure that freight delivered corresponds in type, count and quality to that specified on the delivery receipt and purchase order
- Label all inbound freight clearly with item numbers, hazards tags, as required
- Perform all necessary mainframe computer transactions related to receiving, returned goods, rejected material
- Package kits (fold kit boxes, apply kit label, put tubes into kit box)
- Print, fold, and organize manuals
- Help to maintain the organization of the Order Fulfillment area
- Organize and file physical Sales Orders (with written lot numbers) for backup reference
- Help to maintain the organization of all Fulfillment and Shipping freezers/fridges

Qualifications for shipping associate

- Ability to read operating instructions
- Accurately read a tape measure
- Effectively communicate in English (read, speak and understand)
- Work independently in a fast-paced team environment

- Walk, stand, bend, squat, sit, twist/turn, reach overhead and grasp tools as necessary