



## Example of Shipping Associate Job Description

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Our growing company is searching for experienced candidates for the position of shipping associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for shipping associate

- Print and attach shipping labels to shipping boxes
- Prepare stock and floor orders for shipment by checking for proper description of product, lot numbers, and recording specified amounts on the pack slip by using the computer
- Work with FedEx and UPS systems
- Complete quality work at accepted department/production determined rates
- Performs work in compliance with Cook Quality Policy Manual
- Accurately sort tubes from product into orders
- Accurately send out any non-production items, as requested
- Applying correct care and attention when dealing with hazardous materials
- Act as back-up for warehousing personnel
- Any other shipping and warehousing duties as required

### Qualifications for shipping associate

- Demonstrated Computer Skills (MS Office, Excel)
- Lift and move objects and load/unload delivery trucks
- Ability to work in hot, wet and/or cold environment (45°F, 4°C)
- Ability to stand up to 8 hours
- Will be exposed to noise (>85 decibels), CO2 and moving production lines/equipment
- May roll and push buggies (~1,000 lbs.)