



# Example of Shipping Associate Job Description

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Our company is hiring for a shipping associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for shipping associate

- Make labels for each order and leave order and labels with pallet for final check
- Properly band, wrap and label finished pallets
- Recycle materials and keep area clean
- May be required to work in other departments at times
- Perform other tasks as requested by the supervisor
- Pull and stage orders
- Assist with receiving and unload incoming material
- Assist with inventory organization and counts
- Follow plant rules
- Perform additional duties as directed by supervision

## Qualifications for shipping associate

- Knowledge of product use and operation
- Ability to understand shipping documents
- Meet NMD physical requirements of standing, bending, lifting, climbing stairs
- Continuous/frequent climbing of stairs with loads up to 50lbs
- Be able to work foot control and fine work with hands and fingers for the entire shift
- High school graduate with nominal experience with computers