



# Example of Shipping Associate Job Description

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

- Maintain shipping information and files, including working copies of certificates of analysis
- Completed orders are packaged in containers conforming to current regulations
- Boxes all outgoing customer orders and repairs
- Collects, tracks and sends all outgoing Federal Express shipments daily
- Coordinates SRO shipments with Service personnel
- Prepares domestic and international shipments in accordance with the shipping requirements and specifications determined by the Shipping Supervisor or Senior International Shipping Associate
- Perform cycle counting duties as required
- Conform to GMP regulations
- Continuous improvement thinking to improve work area, lower cost and improve customer service
- Responsible for following safety requirements by wearing required personal protective equipment and identifying and eliminating unsafe acts and conditions in the work place

## Qualifications for shipping associate

- Requires continuous walking or standing for shift periods of 8 or more hours
- Ability to use a hand-held RF unit
- Ability to use hand pallet jack to move pallets

- Works well on their own and with others