



Example of Shipping Associate Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role 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

- Process return shipments according to company procedure
- Operate Fork Lift to load and unload freight, move containers around the warehouse
- Confirm incoming material against paperwork
- Confirm of orders
- Load truck shipments
- Ability to navigate and follow instructions through WMS (Warehouse Management System)
- Perform all required equipment preventive maintenance
- Bulk pulling
- Sort product accurately
- Stack/ Palletize Product

Qualifications for shipping associate

- Ability to lift 20-50 lbs and be on feet all day
- Ability to follow directions with a minimum of supervision
- Domestic shipping experience
- International shipping experience an advantage
- Detail-oriented and accurate worker
- Proficiency with computer and Microsoft Office Suite