



# Example of Shipping Operator Job Description

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Our company is growing rapidly and is looking for a shipping operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for shipping operator

- Assist with training new employees of all tasks in the Shipping department
- Assist with upcoming Labor Management implementation and coaching of employees to reach LM standards
- Putaway pallets into reserve locations
- Run pallets from dock to drop zone locations
- Assist with unloading and receiving trailers
- Any and all other duties required by department work load
- Physically executes the loading and unloading of outgoing and incoming items
- Selects for shipment or transfer designated stock by proceeding to area, finding stock and verifying information shown on shipping or transferring document against that on stock tags or bin bags
- Receives merchandise, supplies and equipment from vendors or manufacturers by unloading trucks, vans, freight cars
- Warehouses palletized or bulk stock according to specified locations

## Qualifications for shipping operator

- Ability to lead and assist with directing staff
- Ability to operate low rider and forklift
- Must be able to work under stressful conditions such as heat, cold, high, and/or confined spaces and have full mobility to climb stairs and ladders
- WM experience preferred
- Physically load and unload incoming freight and outbound order inbound and

