



Example of Shipping Operator Job Description

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Our innovative and growing company is looking to fill the role of shipping operator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for shipping operator

- Unlock and lock gates, office, lights
- Ensure forklift secured and stored in building
- Complete all required paperwork for carriers and return to shipping clerk
- Monitor inventories and turn over in timely manner
- Notify your supervisor immediately of any accident, near miss accident or on-the-job injury when it occurs no matter how insignificant it may seem
- Operate equipment only when you are trained in its use or are working with or under the direction of a qualified employee, and you are authorized to do so by your supervisor
- Wear proper personal protective equipment (PPE) at all times
- Finalizes paperwork to move and/or accompany receivables or shipments, , inland bills of lading, pack slips, hazardous declaration forms, completely and accurately to avoid penalties/fines
- Maintain work area in a neat, organized and clean manner at all times
- Transfer product from storage silos to the shipping silos

Qualifications for shipping operator

- Must be able to constantly bend, squat, reach, lift and push
- Ability to push/pull/lift/carry 10-50 lbs constantly, 51-100 lbs frequently, and 75 lbs occasionally
- Must be able to perform a two person lift of boxes weighing up to 150

- Must be able to stand on feet for entire shift and walk periodically in narrow areas - back and forth beside packing tables, shipping bundles, and trailers
- Must be able to climb onto and off of partially loaded truck trailers
- Must be able to climb and use stepladder in order to remove trailer bows and tarps and replace them