



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

- Adheres to schedules in an accurate and timely manner
- Conducts bin to bin transfers
- Performs put away/shipping/receiving related tasks
- Conducts and accurately documents all required inspections and checks
- Prior experience in a shipping / logistics operation
- Unloading trucks by hand and with a forklift, inventorying, reading a bill of lading and writing on a tracking sheet
- Breaking down shipments, measuring boxes, re-palletizing and stretch wrapping
- Achieve a pace as to keep up to production/shipping in a safe and organized manner
- Ensure that rotation and WMS procedure are adhered to on the crew
- Ensure that QC sampling is completed

Qualifications for shipping operator

- Work for up to 8 hours in extreme hot/cold manufacturing environment
- MUST BE ABLE TO DRIVE A SIT DOWN FORKLIFT
- MUST BE ABLE TO STAND FOR 100% OF THE DAY
- Previous experience as a shipping clerk in a warehouse environment preferred
- Must have working knowledge of UPS program and the ability to learn

