



Example of Shipping Operator Job Description

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Our company is searching for experienced candidates for the position of shipping operator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for shipping operator

- Safely operate all forklifts
- Properly complete all required documentation
- Maintain good housekeeping in the area
- Computerized generation of Bills (BOL) Including X-port documents
- Understand the trailer Axle weight significance and how it relates to weight distribution
- Accurately follow the legal axle loading weight tolerances of all trucks to maximize the total load quantity and product distribution
- Operate mobile equipment including forklift, truck and overhead crane
- Breaks packs to correct size and labels material before loading product on a truck
- Pull finished product and load on trailers
- Work safely to prevent on the job injuries

Qualifications for shipping operator

- Lifting /Carrying 50 lbs.or more (Assisted, if more than 50 lbs.) about 30% of day
- Duties are not limited to this job description
- There must be proficiency in all aspects of the job
- Experience — Prefer minimum of (2) years experience in a shipping / receiving position
- Walk/Stand approximately 90% of the time

