

# Shipping & Receiving Associate: Shipping & Receiving Associate I

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Performs a combination of manual and clerical shipping and receiving duties; may work out of a central warehouse. Uses computer system for tracking, logging, verifying and reporting. Follows shipping practices and procedures, transportation routing, schedules and requirements. Receives incoming materials or prepares materials for shipment; (un)packs or (un)wraps items such as finished products, raw stock, assemblies, parts, building materials, office supplies, equipment, etc. Verifies quantity, weight and conformance of materials to stated identifications; logs receipt of items on system, processes freight bills, packing sheets and other documents; reports materials shipped and bills of lading; posts weight and shipping charges, and routes merchandise to destinations.

## **Knowledge**

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

## **Supervision Received**

Close supervision involving detailed instructions and constant checking on work performance.

## **Consequence of Errors**

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

## **Contacts**

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation. Internal staff main contacts.

## **Work Products (Examples may include but are not limited to)**

Perform shipping, receiving and material handling functions using MRP software and manual shipping equipment. Able to lift 50lbs. Ability to operate a forklift. Military packing requirements. Verify incoming shipments. Issues receipt traveler. Perform inventories. Load skids and pallets. Move and deposit loads safely and efficiently. Loads and unloads trucks. Maintains general housekeeping and ESD rules within the work area.

## **Minimum Education and Experience**

High School and 0-3 years of experience. Some experience using power equipment in a warehouse operation is preferred.