JOB DESCRIPTION

| **Title** | SHIPPER-RECEIVER (WAREHOUSE) | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Shipper-Receiver at [Organization Name] plays a crucial role in the warehouse operations by ensuring efficient handling and shipment of goods. They are responsible for managing inventory, coordinating shipments, and maintaining accurate records.

The Shipper-Receiver is also responsible for receiving incoming shipments, inspecting them for damages or discrepancies, and verifying their accuracy against purchase orders or invoices. They label, tag, and store received items in designated warehouse locations. Their primary goal is to ensure timely and accurate delivery of products to customers while adhering to safety and quality standards.

**Duties and Responsibilities**

Overall Responsibilities include but are not limited to the following:

* Receive incoming shipments and compare them with purchase orders or invoices.
* Inspect received goods for damages, defects, or discrepancies and report any issues to the appropriate personnel.
* Verify the accuracy of shipment contents and ensure they are appropriately labeled and stored.
* Prepare shipments by assembling, packing, and labeling products in compliance with shipping regulations and customer requirements.
* Generate shipping documents, including bills of lading, shipping labels, and packing slips.
* Coordinate with carriers and schedule pickups or deliveries to ensure timely shipping and delivery of goods.
* Maintain accurate inventory records, including tracking stock levels and conducting regular cycle counts.
* Organize and maintain the warehouse by arranging products in designated locations and ensuring cleanliness and safety.
* Operate forklifts, pallet jacks, or other equipment to move and stack products as necessary.
* Work with other warehouse team members to optimize workflow, resolve issues, and improve overall efficiency.
* Perform other related duties.

**Qualifications**

* High school diploma or equivalent
* Additional certifications or vocational training in warehousing or logistics is a plus.
* XX years of experience as a Shipper-Receiver or in a similar warehouse role.
* Strong knowledge of warehouse procedures, inventory management, and shipping/receiving processes.
* Familiarity with operating forklifts and other warehouse equipment.
* Basic computer skills for data entry, inventory management, and generating shipping documents.
* Knowledge of safety regulations and ability to follow proper handling and storage procedures.

**Core Competencies**

* Strong organizational and time management skills.
* Excellent communication skills to interact with team members, carriers, and other stakeholders.
* Physical stamina and ability to lift heavy objects, as well as stand, bend, and walk for extended periods.
* A team player.
* Problem solving and analytical skills.
* Attention to detail and ability to accurately inspect shipments and maintain precise records.

**Working Conditions**

* The Shipper/Receiver typically works in office environments.
* They generally work regular business hours, Monday to Friday, from [insert time] to [insert time].
* Occasional overtime may be required during peak periods or to meet specific deadlines.
* Prolonged standing, walking and lifting of objects up to XX lbs.