JOB DESCRIPTION

| **TITLE** | SHIPPER-RECEIVER | | |
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| **Reports To** | [Insert Title] | | |
| **Category** | PERMANENT/TEMPORARY FULL-TIME/PART-TIME | **Date** |  |

**Job Purpose**

The **Shipper-Receiver** is responsible for overseeing all incoming and outgoing shipments and keeping track of all inventory movement within a warehouse environment.

This position involves the packaging, processing, and receiving of goods and inventory in accordance with all applicable legislation, health and safety regulations, company policies, and procedures.

**Duties and Responsibilities**

Overall Responsibilities:

* Determine method of shipment and arrange shipping in accordance with management approved timelines and details.
* Prepare and process invoices, customs forms, bills of lading, cand other shipping documents manually or by computer.
* Maintain detailed records of all logistical information and inventory management.
* Oversee the loading and unloading of shipment from trucks or other conveyances.
* Ensure all loading/unloading, inventory management, and other warehouse activities are being performed in accordance with health and safety rules and regulations.
* Inspect all incoming and outgoing shipment for potential discrepancies or damaged goods.
* Verify incoming shipments against invoices, packing slips, or other shipping documents.
* Investigate and record all shipment discrepancies.
* Assemble and oversee the assembly of shipping containers, crates, or boxes according to safety procedures.
* Pack, wrap, and unpack goods to be shipped or received in accordance with shipping instructions.
* Operate warehouse equipment, tools, machinery, and/or vehicles in a safe manner.
* Work in accordance with company policies and procedures.
* Communicate with management, clients, and internal/external warehouse and shipping employees.
* Ensure the warehouse and all nearby areas, inside and outside the warehouse are kept neat, organised and unobstructed.
* Report any safety or security hazards to the responsible party immediately.
* Perform and record any administrative tasks as required to keep the warehouse in order.
* Additional duties and responsibilities as assigned or required.

**Qualifications**

* High school diploma or equivalent.
* Minimum of XX years of experience working in and/or managing a warehouse environment.
* Forklift certification and/or driver's licence is required.
* Ability to lift up to XX lbs. and stand for an extended period with ease.
* Proficient with computers, Microsoft Office, and/or shipment tracking software.

**Working Conditions**

* Work Shifts: [Insert standard Days and Times]
* Overtime may be required.
* Location: Warehouse (subject to seasonal conditions)
* Sitting, standing, and walking for extended periods of time.
* Occasional climbing, bending, pushing/pulling, lifting up to XX lbs.
* Exposure to noise and vibration.
* May be required to operate machinery, equipment, and vehicles (E.g., forklift hand tools, trucks)