

Shippers and Receivers

Shippers and receivers are key personnel in logistics and supply chain operations responsible for the movement, handling, and documentation of goods. Shippers arrange the sending of goods, while receivers ensure proper intake, inspection, and storage, maintaining the accuracy and efficiency of the supply chain.

Duties and Powers:

- Prepare, package, and label goods for shipment according to standards.
- Arrange transportation and coordinate with carriers for timely delivery.
- Inspect incoming shipments for accuracy, damage, and compliance with orders.
- Maintain accurate records of shipments, receipts, and inventory.
- Load and unload goods safely, following proper handling procedures.
- Communicate with suppliers, carriers, and internal departments regarding shipments.
- Verify shipping documents, invoices, and bills of lading.
- Report discrepancies, damages, or delays and initiate corrective actions.
- Ensure compliance with safety, legal, and regulatory requirements in shipping and receiving.
- Operate equipment such as forklifts, pallet jacks, and scanners as required.