

# Amazon Delivery Associate Job Description

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- Overseeing and managing the inspection of incoming and outgoing shipments and verifying their rates
- Receiving incoming shipments and organizing outgoing shipments
- Overseeing the development and communication of shipment schedules
- Liaising and working collaboratively with vendors and carrier services to coordinate logistics and timelines
- Interacting with customers and helping them to resolve shipment issues and complaints
- Organizing and maintaining shipment paperwork, records, and digital databases
- Strictly adhering to safety standards and complying with all regulations
- Ensuring that all sales and stock areas are clean, organized, and well-maintained.