

Amazon Shipping and Receiving Associate Job Description

- Responding and answering customer inquiries, requirements, and needs when required
- Verifying documents and reports according to the unloaded merchandise
- Keeping an accurate and up-to-date report of sales and updating them on a regular basis
- Making sure that the stockroom is well-maintained and managed in a systematic and orderly manner
- Overseeing the maintenance and management of stockroom records, reports, and inventories
- Initiating and strictly operating safety procedures and standards
- Scheduling and monitoring exchange when packages are being handled by third-party services such as UPS or FedEx
- Ensuring that all information on shipment and delivery is accurate and up-to-date by utilizing computer systems.