# UPS Preloader Job Description

- Checking the order status of packages
- Using a scanner to check the contents and condition of packages, especially for shipments through air
- Picking up or delivering the package from the delivery company
- Delivering the package to the customer
- Recording the delivery information
- Sending an email notification to the customer when the package is delivered
- Calculating shipping costs
- Notifying customers about their orders
- Providing tracking number
- Assisting the customer with any problems that may arise during shipment
- Verifying that all items have been shipped to their destination
- Ensuring that there are no errors in the shipment tracking number
- Preparing an invoice for each package
- Generating a shipping label
- Providing information about the package, such as its weight, dimensions, etc.