**Job Description Template: Shipping Administrator**

Location: [City], [Town]

Position Type: Full-time

Department [department]

Reports to [Role]

**About Us**

[Company Name] is a reputable and growing company in the [briefly describe your industry, e.g., shipping and logistics]. We are dedicated to [mention your company's mission or vision], and we take pride in providing [specific details about your company's services and commitment to quality]. Our team is committed to [describe company culture, values, and goals]. Join us and be part of a dynamic work environment where your skills as a Shipping Administrator will play a crucial role in our ongoing success.

**About the Role**

As a Shipping Administrator at [Company Name], you will be an essential part of our logistics and shipping team. You will be responsible for [list key responsibilities and tasks], ensuring the efficient processing and coordination of shipments, managing documentation, and maintaining a high standard of accuracy in all shipping-related processes.

Key Responsibilities:

* Coordinate and process shipments, including creating shipping labels and tracking orders.
* Manage and maintain shipping documentation, records, and files.
* Communicate with carriers, suppliers, and internal teams to ensure on-time deliveries.
* Address and resolve shipping-related issues, such as delays or damages.
* Assist in customs compliance and documentation for international shipments.
* Monitor inventory levels and assist with restocking of shipping supplies.
* Collaborate with the team to improve shipping processes and efficiency.
* Prepare regular reports and performance metrics for shipping activities.

Knowledge and Skills Needed

* Proven experience in shipping and logistics or a related field.
* Proficiency in shipping software and order management systems.
* Strong organisational and time management skills.
* Attention to detail and a commitment to maintaining high accuracy.
* Excellent communication and interpersonal skills.
* Problem-solving and decision-making abilities.
* Familiarity with customs compliance and international shipping regulations.

**Person Specification**

We are seeking a dedicated and detail-oriented individual who can effectively manage the shipping processes and support our logistics operations. The ideal candidate will possess the following attributes:

* Proactive and results-oriented with the ability to meet deadlines.
* Collaborative team player with strong organisational skills.
* Strong analytical mindset for process improvement.
* Effective communication and conflict resolution skills.
* Adaptable to changing priorities and a fast-paced work environment.
* Commitment to maintaining high standards of accuracy and quality.

What's in It for You

* Competitive salary and benefits package.
* Opportunities for professional growth and development within a growing company.
* A dynamic and collaborative work environment that encourages innovation.
* The chance to make a meaningful impact by contributing to efficient shipping processes.
* Work with a team that is passionate about [mention company values or mission].
* Access to [mention any specific perks, training, or additional benefits your company provides].

Join our team at [Company Name] and take on a crucial role as a Shipping Administrator, ensuring our logistics and shipping processes run smoothly. If you are a detail-oriented professional with the skills to manage shipping operations effectively, we would love to hear from you.