

**POSITION TITLE:** Shipping Supervisor

**DEPARTMENT:** Operations

**REPORTS TO:** Shipping Manager



**POSITION SCOPE:**

The Shipping Supervisor position coordinates activities of team members responsible for picking product and shipping them to our customers and overseeing the receiving of products into the company.

**DUTIES/RESPONSIBILITIES:**

- Supervises and coordinates activities of team members engaged in verifying and keeping records on incoming and outgoing shipments and preparing items for shipment.
- Study and standardize procedures to improve efficiency of team members.
- Maintain harmony among team members and resolve grievances.
- Assist team members with work process problems.
- Uses appropriate tools to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules.
- Oversees incoming and outgoing activities to ensure accuracy, completeness, and condition of shipments.
- Determines space requirements and position of shipment in trailers and/or containers and lays out position of shipment.
- Determines routing and legal load limits of trucks, according to established schedules and weight limits of states.
- Inspects material handling equipment for defects and notifies maintenance personnel or contacts outside service facility for repair.
- Maintains vehicle maintenance report.
- Directs movement of shipments from shipping and receiving platform to storage and work areas.
- Compiles records of unfilled orders.
- Posts weights and shipping charges.
- Prepares bills of lading.
- Performs other duties as necessary.
- May assist workers in shipping and receiving activities.
- Grow a cross trained staff to ensure consistency in quality and efficiency in department

**PREFERRED QUALIFICATIONS AND EDUCATION:**

- Bachelor's degree in related field or applicable work experience
- 2+ years supervision experience in a manufacturing/shipping environment
- Knowledge of shipping and receiving in a manufacturing environment
- Proven experience in achieving and maintaining the efficiency and quality of a manufacturing facility
- Exceptional interpersonal skills and supervisory experience
- Proven track record of supporting the company's safety procedures and policies
- Computer skills: MS office, outlook, ERP systems such as Fourth Shift.