



Job Description- Shipping Supervisor

Job Summary:

Responsible for meeting customer needs by:

- Provide day-to-day supervision and leadership to defined production areas
- Work with outside carriers to establish load coordination
- Use oral or written communication techniques
- Establish employee performance standards
- Monitor worker performance; assign work to employees
- Orientate new employees; explain rules; policies and/or regulations
- Confer with other departmental heads to coordinate activities
- Direct and coordinate activities of workers; maintain production or work records
- Explain work orders, specifications, or work techniques to workers
- Motivate workers to achieve work goals
- Recommend improvements to work methods or procedures
- Resolve or assist workers to resolve work problems
- Resolve personnel problems and grievances
- Analyze operational or management reports or records
- Determine factors affecting production processes
- Oversee work progress to verify safety or conformance to standards
- Estimate labor requirements
- Monitor production machinery/equipment operation to detect problems
- Coordinate production materials, activities, or processes
- Read work orders, instructions, formulas, or processing charts
- Other duties as assigned

Tools Used: Computer, MS office, telephone, fax machines, calculator, printers

Job Type: Full-time

Environment: Production floor; occasional office environment

Job Requirements:

1. Experience or education in a manufacturing related field
2. Position operates various hours
3. Clear and precise oral and written communication skills are required
4. Ability to embrace continuous improvement to question and evaluate systems/procedures for the most efficient uses, better communications, and proves improvements on an ongoing basis
5. Strong reasoning and independent decision making skills required
6. Ability to work with the business operating system and PC's (MS Office) required
7. Ability to attend and participate in required company meetings
8. Must be a team player that works with others in the company to meet company goals

Employee Print

Signature

Date