

Title: TEAM LEAD - SHIPPING	Reports to: Production Supervisor
FLSA: Hourly, Non-Exempt	Shift: 1st

Under the direction of the Production Supervisor, this position oversees the accuracy of all orders in preparation for prompt shipment and prepares records of outgoing finished product. He/she will also ensure that the designated finished good items and quantity of items are correctly picked, packed, and shipped according to client specifications, eliminating errors and claims. Other duties will include hand picking and packing, operating forklift equipment, sealing and/or banding shipments, quality control, performing cycle counts, etc. All warehouse leads are expected to operate according to all safety and security guidelines. The shipping team lead provides direct assistance to the Supervisor by helping assign workloads and expedite workflow.

Essential Duties and Responsibilities:

1. Ensure that all safety procedures are being followed. This includes the proper wearing of required personal protective equipment (PPE) such as safety glasses, ear protection, and safety shoes (steel toe boots).
2. Issue written and oral instructions for daily work schedules as directed by the supervisor.
3. Ensure work is performed by the team according to policies and procedures.
4. Keep associates productive during the work day and influence employees to work together as a team.
5. Provide input to the production supervisors regarding process improvement.
6. Ensure quality checks are made at the appropriate stages of packing and preparation for shipping.
7. Arrange and coordinate with freight carriers for shipment pickup.
8. Ensure that drivers depart with the appropriate paperwork.
9. Ensure the accuracy of all shipping documents and adherence to all shipping procedures. Maintain legible and accurate records and logs as required.
10. Notify customer service of shortages, overages, and changes in ship date of orders.
11. Verify and post any weight changes.
12. Operate powered industrial equipment (forklift) as needed, to move finished product totes from one location to another.
13. Ensure that the shipping area and shipped goods are secure at the end of each day. Ensure that the shipping area is clean and well supplied.
14. Train and assist all new employees in the shipping procedures and requirements.

Education / Experience Requirements:

1. High school diploma or equivalent
2. **Previous leadership experience a must**
3. At least 1 year of shipping experience in a manufacturing environment with the ability to use web-based shipping and other sites (FedEx, UPS, etc.).
4. At least 1 year of forklift experience
5. Experience working in an environment that uses different LTL carriers daily

Specific Skills Required:

1. **Previous leadership experience a must**
2. Good attendance is a must!
3. Must be able to work mandatory overtime as needed.
4. Must have the ability to think and solve problems.
5. Good computer skills including working knowledge of Microsoft Office products.
6. Excellent communication skills, both written and oral.
7. Ability to set up mathematical equations to determine quantity, volume, area, lot sizes, etc.
8. Read measuring tape, calipers, micrometer and other measuring devices.
9. Previous manufacturing skills are a plus.

Physical Demands

Applicant must be in good physical condition and must be able to stand for 8-10 hours at a time. Lifting, bending, moving heavy objects up to 50 lbs.

Work Environment:

Employee will be exposed to heat and cold depending on weather conditions.