

Summary/Objective

The Shipping Manager position supervises and coordinates activities of workers responsible for picking product and preparing it for same day forward date shipping both domestically and internationally via various carrier services.

Essential Functions

1. Determine work procedures, prepare work schedules and expedite workflow.
2. Issue written and oral instructions.
3. Assign duties and examine work for exactness, neatness and conformance to policies and procedures.
4. Study and standardize procedures to improve efficiency of workers.
5. Maintain harmony among workers and resolve grievances.
6. Interview and hire new employees.
7. Confer with other managers outside of the distribution center to ensure coordination of other functions such as production, inventory management and quality assurance.
8. Ensure correct shipment of international orders and hazardous material orders.
9. Identify employees' skills and develop them by coaching and counseling employees on a regular basis.
10. Conduct annual performance reviews and provide continual feedback on both positive and negative performance.
11. Maintain finished goods in an organized stocking manner most efficient for fulfillment execution.

Competencies

1. Communication Proficiency.
2. Leadership.
3. Time Management
4. Attention to Detail
5. Performance Management.
6. Learning Orientation.

Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Able to lift upwards of 50lbs

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Travel

No Travel required

Required Education and Experience

3 years of experience shipping/receiving

High School diploma or equivalent

Preferred Education and Experience

Manufacturing or Distribution industry experience.