

SHIPPING SUPERVISOR

This is a Temp to Hire position

About the position

The primary function of the Shipping Supervisor is overseeing the daily operations of the shipping department while actively participating in shipping, packaging, and logistics activities alongside the team.

Major Duties and Responsibilities

- Generate accurate FedEx and UPS shipping labels for parcel shipments and prepare Bills of Lading (BOLs) and related documentation for LTL, truckload, and international freight shipments.
- Perform all shipping functions as necessary, including preparing shipping documentation and Bills of Lading for multiple parcel and freight carriers.

Requirements

- Strong leadership and team-building skills.
- Thorough knowledge of domestic and international shipping procedures.
- Experience with freight carriers, parcel carriers, LTL shipments, and international logistics.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Ability to prioritize multiple projects in a fast-paced environment.
- Excellent problem-solving and decision-making skills.
- High attention to detail and accuracy.
- Working knowledge of export documentation and customs requirements.
- Ability to work independently while effectively leading a team.
- Forklift certification or ability to become certified.
- Ability to safely lift and/or move up to 50 pounds.
- Strong computer and data entry skills.
- Commitment to continuous improvement and customer satisfaction.

Education and/or Experience

- Associate degree in Business, Supply Chain, Logistics, or related field preferred
- Minimum 5 years of shipping, warehouse, or logistics experience.

Computer Skills

- Working knowledge of Visual Manufacturing (preferred).
- Experience with FedEx Ship Manager, UPS WorldShip, and freight carrier portals.

Language Skills

Ability to read, analyze, and interpret technical procedures, customer specifications, shipping regulations, export documentation, and company policies. Ability to effectively communicate with customers, freight carriers, customs brokers, vendors, and employees. Ability to prepare reports, shipping documentation, and correspondence.

Mathematical Skills

Ability to calculate freight weights, dimensions, percentages, ratios, unit conversions, and shipping measurements. Ability to interpret reports and analyze department performance.

Reasoning Ability

Ability to define problems, collect information, establish priorities, and make sound decisions in a fast-paced manufacturing environment. Ability to interpret customer requirements and apply company procedures while exercising independent judgment.

Computer Skills

To perform this job successfully, an individual should have knowledge of Visual Manufacturing software. Individual must be computer literate with applications knowledge of Microsoft Office type software applications.

No Supervisory Responsibilities

Physical Demands While performing the duties of this Job, the employee is regularly required to stand, walk, bend, reach, lift, carry, push, pull, and operate warehouse equipment. The employee must regularly lift up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Work Environment This position is performed primarily in a manufacturing and warehouse environment. The employee is regularly exposed to moving mechanical equipment, forklifts, vibration, noise, and changing environmental conditions. Appropriate personal protective equipment (PPE) is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety-Sensitive Position – This position is safety sensitive. Employees are responsible for operating powered industrial equipment, supervising warehouse operations, ensuring proper shipment of products, and performing duties that directly impact the safety of employees, customers, and the public. Safe work practices and compliance with company safety policies are essential conditions of employment.

OUR CORE VALUES: PASSION / LOYALTY / OWNERSHIP / INTEGRITY / TRUST