

SHIPPING SUPERVISOR

This is a temp-to-hire position

Position Summary

The Shipping Supervisor is responsible for overseeing the daily operations of the shipping department while actively participating in shipping, packaging, and logistics activities alongside the team. This position ensures that all customer orders are accurately processed, documented, packaged, and shipped on schedule while maintaining the highest standards of cleanliness, quality, and safety.

The Shipping Supervisor provides leadership, coaching, and direction to shipping personnel, coordinates domestic and international shipments, maintains compliance with transportation and export requirements, and works collaboratively with Sales, Production, Purchasing, Inventory, Quality, and Customer Service to ensure customer commitments are met. This individual is expected to lead by example, promote continuous improvement, and create an organized, efficient shipping operation.

Major Duties and Responsibilities

- Provide daily leadership, direction, and support to the shipping team by leading through example, promoting teamwork, accountability, and a positive work environment while actively participating in shipping operations.
- Coordinate daily shipping activities, assign priorities, and ensure workloads are balanced to meet production schedules and customer delivery commitments.
- Train, mentor, and develop shipping personnel on company procedures, safety requirements, quality standards, shipping best practices, and continuous improvement initiatives.
- Prepare and process customer orders for shipment in accordance with company procedures.
- Consolidate completed orders at the final staging area, package or crate products as required, and prepare shipments for system processing using First-In, First-Out (FIFO) inventory principles.
- Compile and include all required shipment documentation, including test reports, Material Test Reports (MTRs), certificates, commercial invoices, and other customer-required documentation.

- Create and apply customer-specific labels and markings to packages in accordance with customer specifications.
- 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.
- Coordinate domestic and international shipments while ensuring compliance with customer requirements, carrier regulations, export documentation, and applicable shipping laws.
- Assist with quality inspections, light assembly, valve tagging, package labeling, inventory control, warehouse organization, housekeeping, and other warehouse-related projects as assigned.
- Verify that finished products accurately match the corresponding job traveler, sales order, and customer requirements prior to shipment.
- Monitor shipping schedules and proactively communicate delays, issues, or shipment concerns to the appropriate departments to minimize customer impact.
- Support and coordinate shipping activities to ensure all customer orders are shipped accurately, on time, and with all required documentation.
- Perform all shipping functions as necessary, including preparing shipping documentation and Bills of Lading for multiple parcel and freight carriers.
- Ensure all products are properly packaged, protected, and secured to maintain product integrity and minimize the risk of damage during transportation.
- Identify opportunities to improve shipping processes, warehouse organization, safety, and operational efficiency while recommending and implementing continuous improvement initiatives.
- Maintain a clean, organized, and safe shipping and warehouse environment while ensuring compliance with company policies and safety standards.

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.
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Education and Experience

- High School Diploma or GED required.
 - Associate degree in Business, Supply Chain, Logistics, or related field preferred.
 - Minimum 5 years of shipping, warehouse, or logistics experience.
 - Minimum 2 years of leadership or supervisory experience preferred.
 - Experience with domestic and international shipping regulations required.
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Computer Skills

- Working knowledge of Visual Manufacturing (preferred).
 - Microsoft Office Suite (Excel, Word, Outlook).
 - Experience with FedEx Ship Manager, UPS WorldShip, and freight carrier portals.
 - Ability to learn new software applications quickly.
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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 metrics.

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.

Physical Demands

While performing the duties of this position, 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 designated as 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