

## Shipping Supervisor

### Job detail

- **Pay**
  - \$33-\$38/hr.
- **Job type**
  - Full Time
- **Shift and Schedule**
  - Morning shift
  - 6am – 2:30pm

### Job Summary

The Shipping Supervisor is responsible for overseeing the daily operations of the shipping department related to incoming/outgoing shipments. Confirmation of all customers orders being packaged to ensure quality & internal process was followed, handle all required employee training, guidance and safety requirements.

### Job Profile

- Receiving: Responsibility includes the following, but are not limited to, activities related to receiving, storing, and/or shipping of processed orders. Ensures that orders received in the shipping department are correctly received and placed in directed locations.
- Packaging: Ensure that orders packaged are packaged according to internal/external specification, then shipped on time to TMPI lead time.
- Logistic Shipments: Daily logistic shipments. Prepare FedEx, UPS, DHL, 3rd party shipments, along with required international shipments as required.
- Documentation: Maintains & ensures internal/external documentation is correct, as well as reflects the effectiveness of department activities. Unpacks and checks orders received against purchase orders, maintains records of received orders.
- Planning: Prepares daily work plans and schedules to meet order completion deadlines.
- Evaluations/Supervision/Training: Reviews, develops and evaluates personnel to ensure the efficient operation of job responsibilities are

- being met. Supervise the activities of clerks engaged in shipping, storing, and receiving products and materials. As required. Pack orders for shipping along with support staff. Responsible for training shipping staff to company procedures, and all shipping functions. Supervise the activities of clerks engaged in shipping, storing, and receiving products and materials. Train employees, driver, and cover or shifts.
- Quality control: Ensure all products shipped are in accordance with our quality control and shipping standards. Report any damage or discrepancies for record-keeping purposes.
  - Communication: Clearly & effectively communicate internal via email to multiple departments.
  - Equipment Operations: Lifts heavy items and operates a forklift (standing up, sitting down riders, and hand pallet jack). Sprinter & Box Truck.
  - Teamwork: Must work with the internal departments when required to coordinate WIP.
  - Safety: Follows all company and facility policies including quality, safety, conduct and attendance.

**Education and Experience:**

The role requires an experienced individual that is used to working independently and professionally, with a large knowledge and experience supervising or leading in the department applying for.

- Bachelor's degree or minimum 4-6 years of experience managing all aspects of receiving, shipping, and managing shipping personnel.
- Candidate must be proficient with Microsoft Office (Excel and Word)
- Excellent communication and problem-solving skills.
- Must be proficient in English.
- Bilingual in Spanish preferred.
- Must be flexible with schedule changes and work extended hours when required
- Must be able to lift 50 lbs.
- Must know how to operate a forklift & have a valid drivers license with no points.