

**Team Lead Shipping**

**Reports To:** Shipping Supervisor

**FLSA Status:** Hourly

**Approved By:** Rob Klein, Shipping Manager

**Position Summary:**

The Shipping Lead Person is responsible for managing and delegating to employees a constantly changing workload and ensuring that outbound logistical shipments are shipped without incident.

**Job Responsibilities:**

* Leads and assists shipping activities
* Keeps records of outgoing shipments and monitors to ensure accuracy, completeness, and condition of shipments
* Verifies accuracy of all shipping notices, bills of lading, invoices, orders, and other records.
* Determines shipping priorities and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.
* Recommends measures to improve productivity, equipment performance, quality of service and suggests changes in working conditions to increase efficiency.
* Trains and assists workers in shipping activities.
* Provides input on evaluation of employee performance.
* Ensures staff has necessary and up-to-date training.
* Fills orders in a timely manner to expedite shipment of orders.
* Acts as a liaison between staff and management including, but not limited to, relaying information to staff and reporting incidents to management.
* Ensures safety and operating guidelines are followed when processing shipments.
* Other duties as required and assigned

**Job Requirements:**

* Ability to understand and carryout directions both verbal and written.
* Ability to lead a working crew without supervision.
* Recognize / Analyze problem areas and help develop solutions.
* Ability to communicate effectively to a diverse work force and upper management.
* Must be available/flexible to work different shifts and/or hours as needed

**Work Environment:**

* Ability to work in a hot or cold environment.
* Ability to stand 8-10 hours a day.

**Qualifications / Skills:**

* Minimum 2-3 years related experience/training
* Experience using a forklift and other material handling equipment
* Computer Skills - PC literate to include experience with Microsoft Outlook, Word, and Excel