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Floe International, Inc.
Job Description

Job Title: Shipping Supervisor
Department: Distribution
Reports to: Bob Johnson, Customer Service and Distribution Manager
FLSA Status: Non-Exempt
Prepared Date: April 2019

JOB PURPOSE:

The Shipping Supervisor coordinates activities of workers responsible for picking product and preparing it for same or next day shipping, ensuring optimal performance while maintaining safety, environmental, and quality standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate closely with Customer Service and Production to meet daily shipments requirements and to resolve problems/concerns as they relate to order fulfillment
- Work closely with Customer Service Representatives to minimize backorders and to maximize loads
- Prepare work schedules and ensure proper staff & equipment are available for daily shipping volume
- Oversee loading operations for outgoing delivery to ensure compliance with shipping specifications, load limits and safety regulations
- Study and standardize procedures to continually improve efficiency of workers and processes
- Maintain a quality of work that limits picking errors, shorts and damages
- Provide on-the-job training to team including product knowledge of items stored in yard and safety procedures
- Process paperwork related to shipping
- Cooperate with all departments to assure a coordinated work relationship exists at all times
- Ensure all equipment operators complete inspection sheets before driving and coordinate repairs as needed
- Ensure finished goods are safely transported, stored and organized
- Reinforce and promote FLOE Core Values in all supervisory duties, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Enforce safety/environment regulations according to company policy
- Will perform the same duties as other yard personnel and other duties as assigned

EDUCATION & EXPERIENCE:

- Ability to work under pressure to meet deadlines
- Strong organizational and verbal communication skills
- Strong customer service skills
- Basic math skills
- Good decision making, organizational and team building skills
- High school diploma, GED, or equivalent required
- 5-7 years experience in shipping department and equipment operation, or any equivalent combination of education and experience that demonstrates the ability to perform the key responsibilities of this position

WORK ENVIRONMENT:

- Ability to climb, bend, stoop, lift over 50 lbs
- Ability to serve multiple areas(depending on operational surge)
- Flexible hours to meet shipping needs
- Must be able to work in extreme climate conditions - cold and hot - as needed