

Shipping and Receiving Lead

DEPARTMENT: Shipping and Receiving

REPORTS TO: Shipping and Receiving Supervisor

TYPE OF POSITION: FULL TIME PART TIME

HOURS PER WEEK: 40+

Pay Range: \$21.00 to \$24.00

SUMMARY:

The Shipping and Receiving Lead organizes, distributes, and verifies the work of others, and participates in their training. The Shipping and Receiving Lead maintains, updates, and verifies the accuracy of records in the Shipping and Receiving Department. The Shipping and Receiving Lead ensures the processing of shipping and receiving, and coordinates shipments with suppliers, freight companies, and internal managers.

RESPONSIBILITIES:

- Assists in training team with all shipping and receiving duties.
- Verifies all incoming and outgoing shipments for correct packing slip, bill of landing information, and visible damage.
- Communicates with others to ensure shipping and receiving-related problems are resolved.
- Ensures shipping and receiving documents are complete.
- Stages loading and unloading areas with appropriate equipment, materials, and space.
- Prepares, packages, documents, and delivers outgoing materials.
- Promotes the Safety Policy within the Shipping and Receiving department.
- Recommends and assists in implementing operating procedures and promotes continual improvement from within the department and company.
- Follows ISO processes and makes recommendations for improvement when applicable.
- Maintains communication with supervisor and other managers.
- Communicates with suppliers, receivers, and drivers.
- Other duties, tasks, and responsibilities that may be assigned at any time.



COMPETENCIES:

Leadership – Communicates changes effectively, builds commitment, and overcomes resistance. Prepares and supports those affected by change.

Performance Coaching – Defines responsibilities and expectations, sets goals and objectives, gives performance feedback, recognizes contributions, encourages training and development.

Organizational Support – Supports organization's goals and values, promotes a harassment-free environment, develops and implements cost savings measures.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Excellent attention to detail.
- Previous packaging experience.
- FedEx, UPS, and DHL international and domestic shipping experience.
- Strong analytical and problem-solving skills.
- Superb organization skills.
- Excellent verbal and written communication skills.
- Strong computer skills (Microsoft Office Suite).
- Ability to work with and supervise a team.
- Ability to Multi-task.
- Must be able to lift 50 pounds.
- Reliable and dependable.
- Able to accomplish tasks without constant supervision.
- High School Diploma or 1-2 years of prior experience in relevant field required.