

CLEAR EDGE FILTRATION

Job Description

Job Title: Shipping Supervisor

SUMMARY STATEMENT:

Performs direct monitoring of the shipping department, maintaining departmental quality records and files, and direct monitoring of incoming paperwork, orders and work sheets.

ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES:

Trains, motivates, leads, controls and disciplines support staff. Supervises and coordinates activities of workers engaged in verifying and keeping records on outgoing shipments, and preparing items for shipment. Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates. Achieves scheduled delivery dates. Liaison with HR to recruit for agreed vacancy and maintain staff levels to budgets.

Promote continuous improvement of Clear Edge product quality, lead time, and cost, especially in regards to shipment of orders. Work with all levels of personnel, including management and hourly staff, to identify potential areas of improvement, develop a plan, implementing the planned change, checking for effectiveness, and standardizing on the improved process (Plan, Do, Check, Adjust). Ensures a safe, effective, well organized, and clean workplace.

Maintains a personnel structure and staffing level to accomplish the Shipping goals and objectives in an effective and efficient manner. Interview and recommend applicants for hire as Shipping staff. Efficient and flexible labor utilization. Achieves best possible efficiency for available labor.

HEALTH, SAFETY & ENVIRONMENTAL

Provides a work environment free from recognized health and safety hazards, specifically; informs new employees of their health and safety responsibilities, procedures, rules and regulations; assures that required equipment and personal protective devices are provided, maintained, and used; takes prompt action when unsafe acts or conditions are reported or noted; provides for health and safety training and education on a continuing basis; investigates and reports all on-the-job accidents promptly and requests medical treatment if necessary; coordinates or conducts internal inspections to assure safe and healthful working conditions.

ANCILLARY JOB FUNCTIONS AND RESPONSIBILITIES:

Performs other duties as required. These duties may include assignments in job classifications other than the primary assignment. Demonstrates a hands-on approach assisted by production personnel.

FORMAL EDUCATION, TRAINING, PROFESSIONAL CERTIFICATION AND WORK EXPERIENCE:

Experience may be substituted for the formal education and training requirements in this section at the discretion of management. Associate's degree (AS) or Bachelor's degree (BS); or three to five years related experience and/or training in the field; or equivalent combination of education and experience, with two years supervisory experience.

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LEVEL OF SUPERVISION REQUIRED:

The level of supervision required described here is representative of that which must be met by an employee to successfully perform the essential functions of this job. Sound judgment, completeness and accuracy are expected. To discipline personnel reporting to this position as required.

COMMUNICATION AND SPECIAL SKILLS:

Communicate effectively with all employees to work as a team and to ensure a smooth flow of product. Ability to present information and respond to questions from peers and all levels of management. Must have good organizational, planning and motivational skills.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, the employee frequently is required to talk or hear. The employee is frequently required to walk. The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Must be able to operate standard office equipment. Work in excess of eight (8) hours per day and five (5) days per week as required. Must be able to attend forklift training classes, pass written and/or physical forklift tests, and obtain a forklift license as required by law.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Must be able to tolerate exposure to dirt, dust, heat, fumes, noise, temperature and other elements in the shipping area.

MENTAL REQUIREMENTS:

The mental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Ability to read, analyze, and interpret written instruction. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions, both oral and written.

Date: _____
Rev: _____

Approved by: _____
HR Approval: _____