

SHIPPING SUPERVISOR – 1st Shift

We have an immediate opportunity available in Sandusky, OH for a Shipping Supervisor with our manufacturing operation. This position supervises and coordinates activities of workers engaged in incoming and outgoing shipments and preparing equipment for shipment both nationally and internationally, including any same day requirements via expedited carrier services. This role analyzes shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods needed to meet shipping schedules. In addition, this position will be responsible for ensuring that inventory management for incoming and outgoing products and parts necessary to the manufacture of products.

KEY DUTIES:

- Perform daily management of site shipping, receiving, and material handling employees.
- Determine work procedures, prepare work schedules, and expedite workflow.
- Assign duties and examine work for exactness, neatness, safety, and conformance to policy & procedures.
- Study and standardize procedures to improve work efficiencies.
- Ensure coordination of shipping activities with managers in the areas of production, inventory management, quality, and engineering.
- Ensure correct shipment of international orders.

The ideal candidate will have a Bachelor's Degree in Logistics, Transportation, Supply Chain, Business or equivalent and a minimum of three (3) years of experience in warehousing, shipping, logistics operations as well as three (3) years of "hands-on" supervisory experience. Strong interpersonal communication skills, in particular effectively being able to coach employees for success. The successful candidate will have a high level of initiative and a strong attention to detail.