

## Job Description

Job title: Supervisor, Shipping  
Wage Category: SS I, II, III  
Department: Shipping  
Reporting to: President

### Responsibilities include:

- Ensure daily outgoing packages are “truck ready” according to scheduled pickup
- Prioritize daily tasks resulting in “on-time” processing (Label, pick, check, etc)
- Direct and assign tasks to shipping personnel
- Label products according to established procedures
- Pick products according to established procedures
- Store Products in Warehouse
- Inspect products for etch, label, etc
- Package and affix postage/label to prepare products for shipping, using UPS, FedEx, USPS, DHL, etc.
- Maintain data bases of ship to addresses
- Assure sufficient inventory of shipping supplies
- Keep Warehouse, label and shipping area clean and organized
- Comply with safety and sanitation regulations
- Perform physical inventory checks with Purchasing
- Assist Marketing with trade show related shipping issues
- Complete jobs and tasks as assigned