

Job Requirements

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

- Good with numbers
- Good eye sight
- Able to lift up to 70lb boxes
- Able to work independently
- Able to multi-task
- Able to follow written/verbal instructions

- Knowledge of UPS, FedEx, USPS, DHL, etc. required
- MS Word/Excel/Outlook skills required
- Experience with building management required
- Experience with staff supervision required

- Reliable, responsible, organized, detail-oriented
- Minimum 2 year college degree required, GPA 3.0 or higher
- Full-time, non-exempt, 10:15am - 2:15pm and 3:00pm - 7:00pm