Title: Shipping Lead 0814  
Category: Non-Exempt  
Reports To: Manufacturing Manager

Summary: Provides leadership to the shipping team. Develops a competent and motivated team through training and mentoring. Promotes Lean Manufacturing principles to maximize the performance and efficiency of the team.

Essential Functions:
- Ensures that material is shipped according to documented procedures and work instructions.
- Embraces culture of continuous improvement - study and standardize procedures to improve efficiency of workers.
- Provides visual inspection of all materials for quality/quantity and exercises extreme accuracy entering data into business system.
- Maintains shipping documentation; generates appropriate export documentation.
- Maintains a clean, orderly, and safe shipping/receiving area.
- Effectively collaborates with Accounting, Production and Customer Service departments.
- Diligently observes all safety procedures; wears personal protective equipment as required.
- Prepares shipments in accordance with customer freight method requests.
- Exercises discretion and skill in the proper packing and skidding of product to ensure quality and safety of shipment to customer.
- Ensures accuracy of all items packed in reference to customer order and ensures accuracy of shipment data entered into business system.
- Willing to work overtime hours as requested on an ad-hoc basis.

Qualifications:
- * Minimum of a high school education or equivalent (GED)
- * Minimum five years of related experience in shipping.
- * Required to read and write English, follow verbal instructions and use simple math.
- * Ability to safely and competently operate stockroom equipment - fork trucks, order picker, pallet jacks, etc.
- * Time Management – ability to organize and manage multiple priorities in a fast-paced environment.
- * Team player - can effectively interact with internal departments.
- * Strong verbal and written communication skills.
- * Fast and accurate data entry skills.
- * Ability to work well with little supervision.
- Detail oriented.
- * International shipping experience.

Physical Demands:
- Required to lift up to 65 lbs.
- Regularly required to stand all day, bend, reach and move about the facility.

Delegation of Authority:
- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference.

*Denotes essential qualification.