

**Title:** Shipping Lead 0814  
Exempt

**Category:** Non-

**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