



Shipping Office Supervisor Job Description

Division/Department: Operations

Reports to: Director of Operations

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

Responsible for maintaining a harmonistic flow of shipping and receiving documents within a high paced, multitasked office environment. Essential duties included:

- Ensures that the Shipping-Receiving office is staffed with knowledgeable and adequately trained persons.
- Must make self knowledgeable of equipment and operating systems due to responsibility of troubleshooting.
- Must maintain accuracy of all documentation and data entered in the computer system
- Help encourage rules and regulations throughout operations.
- Conducts a daily Q&A session with staff to encourage communication. Also periodic sessions set for training and or current events.
- Maintain stock of office supplies, pre printed documents, and equipment; this includes ordering, schedule maintenance and repair.
- The ability to carry out disciplinary measures through verbal and written warning, and or termination.
- Will need to help enhance and or make positive changes to existing documentation where needed. Also, will be involved in creating and maintaining a shipping & receiving appointment setting program.

Work experience/Qualification requirements:

- A minimum of 3 years prior management experience.
- Must be strong minded, self disciplined, flexible, and adaptable to change

Education Requirements:

High school diploma or general education degree (GED); a US Resident or have Permanent Alien status.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature:

