

Job Title: SHIPPING LEAD HAND

Reports to: Logistics Manager

Indirectly Reports to: Plant Manager

Direct Reports: 5-10 production employees

Indirect Reports: none

Classification: Hourly

Summary/Objective: The Shipping Lead Hand is accountable for the daily shipping activities on the production floor and executing the procedures outlined by the Logistics Manager.

Main Responsibilities:

- Lead, coach, develop and inspire your team to continually improve employee performance while monitoring and promoting employee morale
- Oversee and direct the daily activities of your team to ensure shipments are completed safely, on time and to quality standards
- Create, monitor and maintain a well kept, organized and safe work environment while promoting and enforcing adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Execute the shipping procedures to meet shipping goals outlined by the Logistics Manager
- Ensure proper shipping documentation is followed including; shipping summary, packing slips, and other paperwork deemed necessary
- Check daily work orders, share directives, clarify expectations, consistently monitor progress and accuracy, uphold standards, encourage efficiencies, identify and resolve concerns, recognize and encourage positive work
- Coordinate with other supervisors/multiple areas to ensure a smooth and efficient flow of materials
- Regularly inspect the work performed to monitor adherence to the quality control program
- Ensure workers are provided the proper tools to effectively achieve their assigned tasks
- Organize your resources to meet strict deadlines while being responsive to changing demands and priorities
- Train team members on the safe and efficient use of area machines, equipment and tools as well as guide them in work methods and techniques
- Identify employee performance issues and report these to the Logistics Manager
- Recognize shipping pitfalls and build flow consistent with continuous improvement principles to drive productivity and efficiency
- Recommend training and continuous improvement options while promoting cross training
- Responsible for monitoring and ensuring the maintenance and productivity of equipment and processes and notifying management of necessary repairs

- Report on inventory levels of required materials/resources in shipping department
- Ensure the safety and security of the shipping department prior to start up and following shut down each day
- Communicate and uphold company policies and procedures
- Ensure all department processes are being adhered to
- Maintain a high level of confidentiality at all times

Competencies:

- Highly motivated, participative leader with a proactive approach
- Effective in positively influencing others on an individual and group basis for an improved working environment
- Strong focus on operational excellence through leadership and coaching
- Proven interpersonal, written and oral communication skills to effectively interact with people at all levels of the organization
- Excellent time-management and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Organized with attention to detail
- Able to quickly resolve issues
- Enthusiasm and willingness to learn
- Fluidity to work with projects based on the imperial system of measurement

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Previous supervisory/lead hand experience in a manufacturing environment
- Proficient in computers and Microsoft Office
- Experience with shipping paperwork
- Experience with proper loading of materials for shipments
- Experience with wood working, metal working or millwork
- Experience with leading groups, ensuring quality control and enforcing safety standards
- Understanding of CAD drawings and blueprint reading abilities

Working Conditions: Various manufacturing areas in a millwork facility

Travel Requirements: Travel is typically not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: August 20, 2024