

SALARIED EMPLOYMENT OPPORTUNITY

POSITION: Shipping Team Lead – Grand Rapids 44th street
Non-exempt Category 13

The Shipping Team Lead position for the Grand Rapids manufacturing facility has broad and varied responsibilities and must react, investigate, report or take other indicated actions based on requirements to support customer demand. Position requires meeting deadlines and prioritizing individual workload. Responsibilities also include ensuring all product shipped is on-time and meets customer packaging, label, and invoicing specifications. This includes, but is not limited to:

- Monitoring the Delivery Forecast Report to insure customer orders are processed and delivered on-time.
- Coordinating the work of picking and shipping associates to meet customer demand in a timely and efficient manner.
- Communicates and works with Inbound Team Lead to expedite product through receiving and inspection that is required for shipment.
- Responsible for maintaining accurate inventory on customer returnable containers.
- Oversees scheduling of all shipments in customer portals and with carrier base.
- Interfaces with sales on potential missed deliveries and past due orders. Monitors status, advises Supervisors and Managers of status changes, informs Shipping Manager of critical shortages that may impact delivery.
- Maintain personal image and is supportive of Company standards and policies.
- Assumes responsibilities of Supervisors/Managers to cover absences. Responsible for developing necessary skills to maintain continuity of effort and shipping requirements during these periods.

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Capable of problem solving to reduce errors, improve quality and delivery.
- Demonstrated basic math skills and the ability to read and write legibly.
- Willing to work frequent and short-notice overtime, including Saturdays, and be willing to work any shift as needed for training and problem solving.
- Excellent attendance, above average computer skills, and be capable of instructing operators.
- Self-starter and work efficiently under minimal supervision.
- Previous experience in warehousing and or shipping is preferred, with experience with ERP systems.

Flexfab is an equal opportunity employer, disability & veteran friendly