

EMPLOYMENT OPPORTUNITY

POSITION: **Shipping Supervisor – 1st Shift**
Exempt – Grand Rapids (GR44)

Reporting to the Shipping Manager, this position is responsible for supervising associates to meet shipping schedules and to ensure all product is shipped according to customer specifications. The supervisor will ensure employees are trained and that they are following process procedures. Process improvements will be documented and any updates recorded as necessary for auditing purposes. This role is a hands-on supervisory position. These activities are to align with the Flexfab LLC Vision Statement, Creed, and Corporate Goals and Objectives. Coordinating information with other Shipping areas is also a key responsibility to allow for a smooth orderly transition of work.

DESIRED QUALIFICATIONS:

- Education: Prefer someone who has, or is working toward, a college degree or has completed other relevant certificate classes.
- Previous experience as a production supervisor, PA, or demonstrated leadership qualities.
- Strong and effective communication skills which incorporate “win-win” solutions using conflict resolution techniques.
- Ability to problem-solve and assist others as needed.
- Technical experience in a shipping environment is desired.
- Familiarity with Baan LN and Master Planning Board are also desired. Baan IV knowledge is desired.
- Strong analytical skills to process and present data to drive change.
- Demonstrated ability to mentor and coach others.
- Lead projects in the department, including working with cross functional teams such as Engineering, Sales, Process Team, Purchasing, Sales and Document Control.
- Must be proficient with Microsoft Office (Word, Excel, & PowerPoint).
- Demonstrates the Flexfab Values of Humble HEARTS.

If you meet these qualifications and are interested in being considered for this position, please submit your resume.

Flexfab is an Equal Opportunity Employer, veteran, and disability friendly.

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