

# *Continental Electronics*

## **SHIPPING & WAREHOUSE LEAD**

Leads and coordinates activities of warehouse personnel concerned with documentation and routing of outgoing freight and verification and reshipment of incoming freight by performing the following duties as an individual contributor and team lead. Reports to the Shipping Supervisor.

Provides daily shipping and warehouse duties as directed by the Shipping Supervisor. Directs activities of workers engaged in assigning tariff classifications according to type and weight of freight or merchandise; routing and scheduling shipment by air, rail, or truck; and preparing billings from tariff and classification manuals. Serves as back up to Shipping Supervisor when he/she is not available.

- Reviews documents to ensure that assigned classifications and tariffs are in accordance with mode of transportation and destination of shipment
- Investigates shipper or consignee complaints regarding lost or damaged merchandise or shortages in shipment to determine responsibility
- Directs preparation of claims against carrier responsible and corresponds with shipper or consignee to effect settlement
- Schedules shipments to ensure compliance with interstate traffic laws and regulations and company policies
- Establishes and maintains procedures for the receipt, identification, storage and/or distribution of parts, supplies and raw materials
- Ensures all related materials documents are properly completed, transmitted, and maintained
- Responsible for cycle audit inventory counts, physical inventories, and related adjustments as required
- Assures adherence to schedules and assists in determining schedules
- Assists supervisor in preparing operating budgets and manages effective expense control
- Assists supervisor in establishing departments' short term needs for staffing, equipment, facilities, and assists in determination of long-term needs
- Coordinates with other supervisors in effective utilization of labor, material, and equipment
- Provides for proper equipment maintenance and good housekeeping practices
- Assists in training, developing, and motivating employees
- Assists supervisor with personnel responsibilities such as hires, job assignments, termination recommendations, transfers, promotions, performance reviews, etc.
- Monitors conduct and relationships among the employees supervised to prevent discriminatory acts or comments
- Assures that each employee is formally trained in safety, including knowledge of hazards and protective measures required to prevent injury
- Performs other related duties as required

### **REQUIREMENTS**

Able to drive a forklift, use power tools to build crates, former W.I.P. management, inventory management; former experience using Federal Express, UPS and DHL systems

### **PREFERRED**

Former management experience, DCAA government audit experience, some experience with international shipping preferred

## **Supervisory Responsibilities**

This job has some supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication – Writes clearly and informatively; Able to read and interpret written information.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

## **Education and/or Experience**

Prefer an associate degree (A.A.) or equivalent from two (2) year college or technical school - or equivalent combination of education and experience, plus 4 or 5 years of related shipping and warehouse experience including demonstrated leadership experience.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

## **Work Environment**

The work environment may not be temperature controlled. The job location may also be at installation sites, where the work environment (both noise level and temperature) is variable. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Shop math

**Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.