



SHIPPING SUPERVISOR

Reports to: General Manager

Schedule: Full-time | 6:00AM to 3:30PM | Monday through Thursday | 6:00AM to 10:00AM | Friday

POSITION DESCRIPTION

This position supervises a team of shipping/receiving bench and material handler associates for both plant locations who prepare manufactured plastic parts for packaging, package finished product for shipping, and manage product inventory. Responsibilities include but are not limited to those described herein.

RESPONSIBILITIES

- Manage daily activities to ensure department meets company policy and procedures.
- Responsible for meeting departmental and ISO-related objectives.
- Ensure a neat, organized, and safe work environment is maintained according to guidelines and standards.
- Interpret each day's job schedule generated by computer manufacturing software. Use software and sales order spreadsheets to create daily task list for the department.
- Manage frequent production schedule changes, delegate priorities, and ensure team upholds shipment deadlines.
- Communicate individual customer and truck requirements to team. Monitor and ensure requirements are upheld.
- Foster a department culture of urgency, efficiency, and strict attention to quality.
- Manage inventory, work orders, bill of lading, truck sheets, packing slips, and logs for plant.
- Assist bench associates by performing quality checks, deburring finished parts, and packaging.
- Assist material handling by operating forklift to receive, store, retrieve, and stage materials.
- Work closely with other Supervisors and top management to troubleshoot part and packaging issues.
- Recommend and implement approved recommendations to improve production, efficiency, and processes.
- Participate in weekly management meetings to review newly engineered parts, future orders, and in-process jobs.
- Approve employee time off and contribute to performance reviews.
- Train new employees and encourage ongoing professional development.

PREFERRED QUALIFICATIONS

- Manufacturing supervision experience required. Supervision in shipping/receiving is preferred, but not required.
- Must be thoroughly comfortable using a computer, and using Microsoft Outlook and Excel.
- Experience using manufacturing software is a strong plus.
- Forklift operating experience
- Ability to lift up to 50lbs. and stand for long periods of time.
- Ability to work in an indoor environment with warm summer temperatures and humidity.

PREFERRED QUALIFICATIONS

- Strong interpersonal skills. Effective leader, communicator, and delegator.
 - Ability to perform under pressure and thrive in a fast-paced environment.
 - Team player with positive, flexible, willing attitude. Driven to succeed and achieve business objectives.
 - Ability to prioritize daily tasks. Highly organized and detail oriented.
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SHIPPING SUPERVISOR

PHYSICAL REQUIREMENTS

(N = Never; O = Occasionally; F = Frequently; C = Continuously)

ACTIVITY	N	O	F	C	ACTIVITY	N	O	F	C
Bending			X		Lift/Carry				
Sitting		X			< 25 lbs			X	
Standing			X		26 to 50 lbs			X	
Walking			X		51 to 75 lbs			X	
Squatting			X		76 to 100 lbs		X		
Kneeling			X		> 100 lbs	X			
Crawling	X				Push/Pull				
Climbing/Balancing		X			< 25 lbs			X	
Gripping/Grasping			X		26 to 50 lbs			X	
Reaching Overhead			X		51 to 75 lbs			X	
Reaching at/below shoulder			X		76 to 100 lbs		X		
Stooping/Twisting			X		> 100 lbs		X		
Foot Controls		X			Working at an elevated height	X			
Keyboarding			X		Walk/stand on uneven ground	X			
Use of hand and/or power tools			X		Exposure to dust/fumes		X		
Subject to excessive noise		X			Exposure to bio hazards	X			
Subject to extreme temperatures		X			Exposure to confined spaces	X			

ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for nearly 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 140,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with six milling centers, 15 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.