



Shipping Senior Team Leader

PROGRESSION OF SUPERVISORS: Logistics and Customer Fulfillment Manager, Director of Finance/CFO, Managing Director, Vice President, President

ESSENTIAL FUNCTIONS:

1. Coordinate pulling, sorting, loading and/or unloading goods at Four Star sites (Sigler and Indian Trails) accurately and safely as directed.
2. Look at weekly forecast and communicate any desired changes in manpower to Logistic and Customer Fulfillment Manager.
3. Distribute work evenly amongst team members and track/report productivity and accuracy.
4. Offer feedback to team members on their ability to manage/execute assigned workloads in one on one and group settings.
5. Coordinate watering product per water/no water list.
6. Cross train and coach team members on daily operations.
7. Carry out and provide instructions orally and in writing including those on shipping documents, routing plans, and special instructions.
8. Create agendas and hold team communication meetings on a frequent basis.
9. Perform all aspects of your job and operate all equipment following all safety standards. Reports safety issues in a timely and appropriate manner.
10. Communicates all incidents of delays or problems with equipment or goods to Traffic Supervisor or Logistics and Customer Fulfillment Manager.
11. Organize break schedules to ensure continuous floor and dock coverage throughout the day.
12. Completes all necessary company required reports and inspections related to moving of products, cleaning and equipment on time. Generate work orders when applicable.
13. Thoroughly inspect product and inbound deliveries before loading/unloading.

ESSENTIAL SKILLS:

1. Ability to establish priorities, set expectations, work independently, and accomplish objectives with minimal supervision.
2. Ability to make effective time sensitive decisions.
3. Maintain a positive work relationship with direct reports keeping morale at a high level by utilizing positive reinforcement techniques and a "lead by example" work ethic.
4. Adjusts schedule seasonally as needed IE- willing to work more or less hours depending on the needs of the department.
5. Reports to work as scheduled maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.



6. Work in conjunction with Traffic office personnel to provide the maximum customer service levels available to customers utilizing any shipping mode from Four Star.

ESSENTIAL WORK HABITS:

1. Uses safe handling and working procedures during loading and unloading of product and equipment.
2. Performs required work in a timely manner while maintaining safety as a priority.
3. Ensures that all work areas are kept clean, neat and organized.
4. Reports to work as scheduled maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees. Adjusts schedule as required in order to accommodate workload.
5. Handles stress and pressures of the job without causing undue tension and disruption.
6. Continually review the shipping process for opportunities to improve it or make it more efficient.
7. Report complaints or concerns without delay to Logistics Supervisor or Logistics Manager.

QUALIFICATIONS:

1. Bilingual in English and Spanish.
2. Leadership experience in a team setting
3. Hi-Lo/Forklift experience.

ADDITIONAL RESPONSIBILITIES:

1. Assist other departments during off season or when workload permits.
2. Other duties as assigned.

PHYSICAL ASPECTS:

1. You may have to pull carts on 4 wheels castors weighing over 200 lbs.
2. Lifting a minimum of 50 lbs.
3. Employee will be exposed to the sun and/or high intensity lights. Employee may be exposed to temperatures that can be 10-20 degrees above the outside temperature seasonally. Employees may work in a wet environment where clothes and footwear can become saturated