

FERADYNE OUTDOORS JOB POSTING
SHIPPING LEAD: IMMEDIATE OPENING

QUALIFICATIONS (EXPERIENCE/EDUCATION)

- High School Diploma or Equivalent (GED) required, additional education desired.
- At least two years' experience in shipping, distribution, industrial or related background
- Pre-employment Drug Test required for all new hires

JOB DUTIES

Position/Summary	Essential Duties & Responsibilities
<p>The Lead's primary responsibilities are to support the Supervisor with day to day operations and ensure quality and productivity standards are met.</p> <p><u>Immediate Opening</u></p> <p>Submit in person or email FeraDyne Outdoors Employment Application and/or resume to:</p> <p>Human Resources 1230 Poplar Avenue Entrance A (upstairs) Superior WI 54880</p> <p>jobopps@feradyne.com</p>	<p>Maintain detailed knowledge of, support/improve, and guide others in current and future standard operating procedures (SOP's), 5S program, safety procedures, and related follow through.</p> <p>Guide instruction, delegation, and follow through of incoming and outgoing shipments.</p> <p>Ensure adherence to lean manufacturing, safety procedures, and 5S standards throughout warehouse.</p> <p>Effectively monitor, train, and motivate employees to consistently meet department goals and quality control standards.</p> <p>Assist with supervision, and training of employees, observe and evaluate performance and progress of employees; counsel, record, and discipline as necessary.</p> <p>Communicate with and lead your team toward efficiency in all areas of operation.</p> <p>Effectively communicate with and maintain positive/professional relationships with other managers and departments within Field Logic.</p> <p>Recognize and resolve matters causing hardships to operations and/or customer relations.</p> <p>Strive to support and fulfill company goals and objectives.</p> <p>Correspond with and maintain professional relations with vendors, suppliers, and other service providers.</p> <p>Maintain sales order fulfillment list, ensuring orders are built correctly, routed, and invoiced.</p> <p>Communicate all product shortages and quality issues (of finished goods) to the proper production department in a timely manner.</p> <p>Work closely with sales team to ensure concerns and information in regard to orders are communicated promptly and effectively.</p> <p>Manage EDI Operations using internet based software and related print system, ensuring proper labeling and related documentation is processed on a daily basis.</p> <p>Excellent organizational, leadership and communication skills and problem solving abilities.</p> <p>Above average computer skills with word processing, spreadsheets, internet correspondence and research.</p> <p>Ability to effectively supervise others, problem solve, and lead a production team and/or project.</p> <p>Advanced knowledge of production processing and organization in relation to shipping and receiving.</p> <p>Other duties as assigned by division manager</p>