



Position Description

Title: Shipping & Receiving Team Lead

Status: Non-Exempt/Hourly

OVERVIEW:

Leverwood Knife Works, located in Red Lion, PA, is one of the world's leading manufacturers of custom, precision-ground industrial blades. Leverwood's custom industrial cutting blades are utilized by a variety of industries, including packaging, paper converting, food processing, printing, bag manufacturing, recycling, and many more.

POSITION SUMMARY

The Shipping & Receiving Team Lead will receive and process all incoming products. This person will document, package, and process order shipments both domestically and internationally as well as process product for vendor services. This person will maintain accurate inventory records and receiving documents.

Reports to: Supervisor

Key Interfaces: Customer Service, Production, Accounting, Inventory Control, Inspection and Purchasing

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

- Shipping
 - Package, label and weigh all customer orders for timely shipment ensuring product quantities and shipping methods are accurate and appropriate
 - Assign shipping and insurance charges for prepay orders
 - Contact various freight companies to schedule shipments and/or receipts, preparing necessary paperwork
 - Work to current and future shipping lists to ensure timely delivery of product
 - Print packing slips from NetSuite for outgoing shipments
 - Print PO's from NetSuite to ship with outgoing WIP for outside operations
 - Document shipping details to Sales Orders
- Receiving
 - Receive and inspect incoming deliveries for accuracy, discrepancy and damage; compare purchase orders with invoices and packaging lists. Enter needed information into NetSuite, including correct UOM and signed documents
 - Scan packing slips and file appropriately
 - Label all incoming product with appropriate Leverwood item number
 - Distribute/deliver incoming product throughout building to proper location

- Inventory Control
 - Stock various purchased parts after receipt into inventory by verifying quantity and storage location
 - Responsible for control of shipping & receiving supplies and reordering through purchasing as well as stocking shipping products and making boxes
 - Maintain transactional accuracies for purchased parts and supplies
- Safety
 - Ensure that all company Safety, Health, and Environmental Policies are being followed on all work performed while maintaining a safe work environment
 - Always utilize proper Personal Protective Equipment (PPE – shoes, eyewear, hearing, etc.) and remain current with annual trainings
 - Offer recommendations for enhanced safety measures and equipment to the Safety Committee
- Oversee and train any staff within shipping/receiving department
- Maintain housekeeping in general area
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three plus years related experience and/or combination of work experience and training; work in manufacturing / quality control environment desirable.
- Basic computer skills including familiarity with Microsoft Office and ERP systems (NetSuite a plus)
- Skilled in the use of the FedEx and UPS shipping systems
- International shipping experience a plus; familiarity with incoterms, international documents required for custom clearance, and AES filing
- Able to use weigh scales, move and transport materials utilizing various material handling equipment; load tractor trailers using fork truck (fork truck certification required)
- Must be highly motivated and able to work independently with minimal supervision
- Detail oriented, self-motivated individual with excellent organizational and communication skills
- Flexible and able to work under pressure and cope with shifting priorities

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment of this position is generally performed in an indoor office/warehouse environment in a well-lit area. This position is required to work around high-speed machinery and equipment and requires the use of Personal Protective Equipment (PPE). There could be exposure to machine oil, metal filings, manufacturing odors and noise. Job functions on and around mechanized equipment will present the need for alertness, accuracy, and safety awareness. Safety training is required and provided by the company in accordance with applicable law, industry standards and company policy. Specific notice is posted in areas where safety equipment is required for accident prevention.

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. Candidates must be able to read, write and communicate fluently in English. Work activities can involve combinations of standing, lifting, walking, carrying, pushing, pulling, bending and/or climbing for extended periods and performing repetitive activities. Work requires the ability to see (with or without corrective lenses), hear and smell in order to detect problems. The work requires the ability to lift and carry up to 30 pounds. Reasonable accommodation may be available to enable individuals with a disability to perform the essential functions of the position.

Disclaimer:

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Shipping & Receiving Supervisor and is subject to change at any time to reflect the needs of the company. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.