

Title: Job Description Shipping Supervisor
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JOB DESCRIPTION

Position:	Shipping Supervisor
Department:	Operations

Job Description Summary:

The Shipping Supervisor will oversee and be responsible for the shipping and packaging of all products from US Digital.

Primary Responsibilities:

The following is a summary of the essential functions for this job. Other Duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Supervise the personnel of the shipping and packaging areas.
- Supervise the fulfillment of all customer orders.
- Inspect orders to ensure product built matches customer requirements.
- Ensure quality of final product.
- Package product to be shipped to customer.
- Maintain the work area and equipment in clean and orderly condition.
- Report defective material or questionable condition to the department supervisor.
- Contribute and adhere to safety and quality.
- Communicate status of operation in a timely manner to management including any safety and/or process problems.

Qualifications:

- Must have knowledge of US Digital products, pricing and shipping turnaround times
- At least 2 years of shipping experience, international and domestic preferred
- Previous leadership experience a plus
- Must be able to follow detailed instructions
- Must possess excellent communication and interpersonal skills
- Must be able to sit or stand for long periods of time
- Must be authorized to work in the US
- Emphasizes personal and professional growth. Keep knowledge and skills current
- Be able to handle and inspect small and delicate components
- Focus on work and minimize interruptions
- Prioritize, work well under time pressure, and focus on work in midst of noise
- Maintain a good, cooperative and respectful attitude
- Comply with safety laws and regulations
- Job function requires excellent vision
- Must be able to perform basic physical tasks such as lifting 50lb.
- Must be able to read and write in English
- Must have a High School Diploma or GED
- Other duties as assigned

Salary Range
 DOE

US Digital is looking for individuals who are highly skilled, diligent, practical, productive, reliable,

inventive, self-motivated, patient, conscientious, continually learning, problem solvers, organized, cooperative, flexible and positive.

Internal applicants must:

- Be in current position for 1+ year
- Meeting or exceeding current department expectations
- Have manager approval and support before applying
- Meet required job description qualifications

BENEFITS

Health, Dental, Vision, 401k with Matching, Vacation, and a Great Place to Work!

TO APPLY:

Submit **application** and **resume**. Process can be found at www.usdigital.com/careers

EEO/AA employer M/F/D/V, E-Verify Participant