

# Shipping Manager Job Description

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## **Duties and Responsibilities:**

- Closely supervise/monitor the productivity levels of the unit's staff in order to make sure that goals/targets are reached
- Report or give feedback on how the unit is or has been faring to the company's top management whenever it is needed
- Make sure that the shipping unit adheres to all legal rules and/or company guidelines
- Resolve all shipping-related issues that may arise in the company
- Draw up and monitor the shipping department's yearly budget
- Control and direct the movement of packages from the preparation level to the delivery level
- Manage all shipping-related documents like pick-up slips and any other shipping and/or delivery document
- Run checks on already packaged orders to make sure that the proper labels, bar codes, and batch numbers are placed on them
- Work in collaboration with other departmental managers to ensure a free-flowing process
- Make use of necessary computer software to check and track shipped orders at all times.

## **Shipping Manager Requirements – Skills, Knowledge, and Abilities**

- Good communication and interpersonal skills are highly required
- Excellent organizational and coordinating abilities
- Ability to work as part of a team or even as a leader of a team
- Must possess good leadership skills
- Must be someone that is able to multitask and carry out his/her duties based on priorities. The shipping manager must also be able to meet and/or beat deadlines
- Must be self-motivated and also be able to motivate junior staff of the department

- Must be a person that pays attention to even the smallest of details when dealing with customers' orders
- Problem-solving abilities on all fronts
- BS in supply chain management or in any other logistics-related field
- Proven previous experience in the role of a shipping manager
- Basic knowledge of computer operations.