

Shipping Supervisor Job Description

Duties and Responsibilities:

- Monitor and oversee both outgoing and incoming shipping activities to make sure that everything that is received or shipped out is in perfect condition
- Responsible for posting weight and shipping charges as applies to each and every item to be shipped out
- In charge of compiling a list of unfulfilled orders for future reference
- Direct the movement of shipments from shipping points to storage and/or work areas
- Inspect loading operations to make sure that they comply with shipping specifications
- Decide the load limit of each truck used in the loading and delivery process
- Read shipping notices, invoices, orders, and other documents so as to determine priorities and shipping methods that are needed to meet schedules
- Notify maintenance unit or contact external service providers in the case of defects on materials for repairs
- Responsible for managing financial transactions related to shipping services
- Carry out regular inventory reconciliation of supplied materials
- Prepare incorrect items report to vendors through the appropriate medium
- Play a mediator's role between shipping units and vendors in the case of discrepancies in shipments, and reconcile with the appropriate bodies
- Identify opportunities for enhancement and suggest ways of improvement to top management of the organization
- Ensure the availability of stock so as to reduce shortages

- May participate in hiring and training of new personnel for the company's shipping unit
- Support the simplification and standardization of processes in a bid to enhance effectiveness.

Shipping Supervisor Requirements – Skills, Knowledge, and Abilities

- Must have excellent communication skills
- Must possess good interpersonal skills so as to be able to get along with fellow members of staff
- Must possess good leadership and supervisory abilities
- Must be willing and able to work as part of a team
- Possess good organizational and coordinating abilities
- Must be able to multi-task and place priorities in an orderly manner
- Must possess good negotiation skills. This is necessary when it comes to dealing with truck companies and vendors
- Must be an individual that pays keen attention to even the smallest of details
- Must have good judgment and decision-making abilities
- Must possess time management skills
- Possess good conflict resolution skills
- A minimum of high school diploma
- A concrete and verifiable knowledge of shipping and/or logistics procedures
- Proven experience of at least 2 years in a Shipping management or supervisory role
- A higher degree (BS/BA) would be of added advantage.