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Job Title:	Shipping and Receiving Department Lead
Area:	Production
Department:	Shipping and Receiving
Reports To:	Head of Production
FLSA Status:	Nonexempt, Full-time
Schedule:	Monday through Friday, 7:00am to 3:30pm
Pay Rate:	\$19.00-\$22.00 per hour

Position Overview:

The Shipping and Receiving Department Lead plays a pivotal role in ensuring the smooth operation of our shipping and receiving processes within a fast-paced environment. The lead is responsible for coordinating inbound and outbound shipments, managing inventory levels of products and shipping supplies, and ensuring the efficient flow of outbound product. The ideal candidate possesses strong leadership skills, exceptional attention to detail, and a proven track record of success in a similar role.

Essential Duties and Qualifications:

- Oversee the receipt, inspection, and processing of inbound shipments
- Review outbound order reporting and ensure shipments are guaranteed by the designated ship date.
- Organize outbound shipments by accurately labeling and packaging products.
- Utilize NetSuite ERP, UPS WorldShip, and FedEx Ship Manager to process item fulfillments.
- Prepare product for outbound shipment by labeling and packaging products based on order specifications.
- Ensure compliance with all relevant regulations and company policies, including safety protocols, import/export regulations, and other shipping requirements.
- Maintain accurate finished goods inventory records, monitor stock levels, and coordinate cycle counts and reporting.
- Proactively identify areas for process enhancement to boost efficiency, reduce expenses, and enhance overall performance within your department.
- Collaborate closely with internal departments and third-party shipping carriers to ensure timely and accurate order fulfillment.
- Address any shipping-related issues promptly and effectively to minimize disruptions.
- Provide leadership and direction to the shipping and receiving team, including training, coaching, and performance management.
- Maintain the cleanliness and organization of the department.
- Respond to daily needs of various departments and other project-based requests as needed.

Education & Relevant Experience:

- High school diploma or equivalent required.
- 2+ years of experience as a shipping & receiving specialist, or similar role, in a manufacturing environment required.
- Experience with UPS WorldShip and FedEx Ship Manager software required.
- Experience with NetSuite or a similar software, and/or Amazon Vendor Central preferred.
- Strong attention to detail and accuracy.
- Ability to communicate updates to team members effectively.
- Capacity to work independently and alongside a team.

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is an indoor manufacturing facility and climate controlled.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, or crouch; use hands/feet to depress power platform to activate certain machinery. The employee is occasionally required to walk; sit and talk or hear. The employee must frequently lift and/or move 50 pounds or more by using carts or electric pallet jack. Specific vision abilities required by this job include close vision and ability to adjust focus.

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.