



JOB DESCRIPTION

Job Title: 2nd Shipping Foreman
Department: Shipping/Receiving
Reports To: Shipping Manager
Prepared By: Jim Connor
Prepared Date: November 2020
Exempt/Non-exempt: Non-Exempt

Supervisory responsibilities:

- Monitor Workflow for receivers
- Monitor receipts to ensure accuracy with corresponding orders
- Maintain plan operation, schedules and proper flow of paperwork
- Monitor all Security for Warehouse & building
- Maintain overall housekeeping and good safety standards
- Interact with Warehouse/Shipping Clerk; Agent/Customer Service Dept; Human resources Dept; Medical Dept, Purchasing Dept and ADT Security Company
- Interact with trucking Companies regarding pick-up and problem solving when Manager is not available.
- Train new employees and assist them during their training period
- Instruct employees on Company Policy & Rules.

QUALIFICATIONS:

- High School Diploma/Equivalency

EDUCATION AND EXPERIENCE:

- High school Diploma/Equivalency

ENVIRONMENT:

100% performed in plant facilities with extensive noise and machinery running

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands and fingers to feel and handle; reach with arms and hands; talk and hear. While performing the duties of this job, the employee frequently is required to stoop, kneel, and crouch; lift weight or exert a force up to a maximum of 50 pounds.

ADDITIONAL:

We are a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with the Company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.



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*****Please Direct your Resume to: paigh@bptfittings.com*****