



## Line Leader-Shipping Job Description

<b>Reports To:</b> Line Leader	<b>Department:</b> Production Control
<b>Classification:</b> Non-Exempt	<b>Date:</b> 12/8/11

### **SUMMARY:**

Position is designed as a secondary check to ensure correct pulling, staging, and shipment of customer/vendor orders per requirements. The position requires the checking of parts pulled, checking off/filling in order summaries/skid manifests, and verifying customer/vendor orders are complete and ready to ship.

### **ESSENTIAL FUNCTIONS:**

- Responsible for inspection/care of material handling equipment, as needed.
- Review for proper pulling and staging of customer orders.
- Monitor customer orders and coordinate proper paperwork/transactions for shipping.
- Conduct secondary checks of orders and assure proper recordkeeping.
- 3P – On/Off Site Shipment Loading Procedure
- 4P – Short Shipment Work Instruction
- 5P – Off Site Shipments Work Instruction
- 6P – Off Skid Preparation - Work Instruction
- SEWS Parts Packaging Procedure
- V to V Packaging Procedure
- Panasonic Parts Packaging Procedure
- Avanzar (JCI) Parts Packaging Procedure
- Sumidenso Mediatech Packaging Procedure
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Detail and process orientation.
- Able to deal effectively with changing conditions.
- Ability to think in the abstract and see how changes in conditions, operations, and the environment will affect outcomes.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Team work is extremely important in this line of work.



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- Able to work rotating shifts.

### **SUPERVISORY RESPONSIBILITIES:**

N/A

### **WORKING CONDITIONS:**

Work is indoors in environmentally controlled conditions. Setting is production driven and manufacturing plant/light industrial.

### **MINIMUM QUALIFICATIONS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- High school diploma or equivalent.
- Warehouse/production environment experience.
- One (1) years of direct experience in shipping.
- Familiarity with 5S activity.
- Ability of operate forklift and/or other material handling equipment.

<b>Approved By:</b>		<b>Approval Date:</b>	
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