



Shipping Lead

Company Profile:

NPS Corp is a, fast paced, rapidly growing manufacturing company looking for a qualified Shipping Lead to be located at our Green Bay facility. "Founded in 1996, NPS Corporation is a privately held corporation based in Green Bay, Wisconsin. NPS markets its towel and tissue products throughout North America and also offers a full line of spill control products that are distributed in more than 40 countries worldwide. Brands include Merfin, Response, Retain, React, Spilfyter and Sustayn by Spilfyter."

Reporting Relationship: Reports directly to the Plant Manager

Job Overview: To provide leadership to those that work within the warehouse (shipping/receiving/transportation) team.

Skills Needed / Responsibilities:

- Provide daily work direction to warehouse operators and arrange for back-up coverage as needed
- Resolve daily conflict; provide feedback on disciplinary issues
- Assist in the warehouse as needed to get loads out; may include driving a lift truck
- Walk the warehouse to ensure cleanliness, organization, productivity
- Maintain time reporting for warehouse operators and bring exceptions to the Supervisor
- Set warehouse working hours daily/weekly
- Be responsible for managing daily inbound shipments to ensure on-time delivery of shipments
- Verify accuracy of inbound/outgoing loads per packing lists and bills of lading
- Verify inbound receipts, process paperwork and report discrepancies in a timely manner, record/report inbound metrics
- Assist Warehouse Coordinator in resolving tactical carrier issues that could disrupt service
- Hold daily communication meeting with entire warehouse staff
- Responsible for verifying inventory on short items
- Responsible for Fed Ex shipments, printing pick sheets and assigning EPN numbers
- Manage Dock Schedule – schedule ALL inbound/outbound shipments to maintain established metrics and efficient use of equipment and personnel
- Assist in implementing and maintaining warehouse metrics/benchmark system, gather data at established intervals and report findings to management as well as post established metrics for warehouse personnel
- Be an active participant of the ongoing training and development within the department for each employee, including being present at the Safety Committee meetings.
- Fill in for Warehouse Coordinator during coordinator's absence

- Interact with truck drivers and assigning docks

Job Requirements:

- Lead/motivate by positive example, exhibiting a can-do attitude
- Actively support company initiatives through words and actions and comply with NPS policies
- May be required to stay beyond their shift (with very little notice) to resolve process issues, or participate in team problem solving
- Flexibility for nonstandard work hours- flexible with own shifts and work hours
- Personally comply with the policies set forth in the NPS Handbook.
- Good written and verbal communication skills and must be proficient in reading and writing English
- Maintain inventory accuracy throughout assigned task(s)
- Ability to lift more than 45 lbs.
- Physical ability including climbing, bending and repetitive motions.

Education: High school diploma required and a minimum of 2-5 years of Logistics/Operations experience

Required Experience: Computer skills to include basic skills with the ability to learn reporting within NPS systems, including WMS

Compensation: Hourly rate based on experience and fit