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*Energy Panel Structures, Inc.*

## **SHIPPING SUPERVISOR**

This position will report directly to the Plant/Production Supervisor and will be responsible for coordinating the shipping of all EPS products as well as maintaining correct and up-to-date files in the EPS Management System.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates deliveries and pick-ups of materials and components.
- Contacts dealers, contractors, owners, businesses, inside sales, and/or Construction Manager prior to deliveries and/or “pick-ups” and promote the highest level of guest/vendor relations.
- Ensures that materials and components are delivered to jobsites and clients in a timely cost effective, efficient, safe manner.
- Accurately prepares and processes all shipping paperwork.
- Ensures delivery of “Product Information” with deliveries.
- Obtains proper permitting and coordinates escorting for unique loads being shipped.
- Directs loaders and loading of all shipments.
- Reviews driver log books for accuracy.
- Ensures correct entries and updates are made to EPS management system.
- Scans and files all shipping paperwork and photos of all exiting loads into EPS management system.
- Schedules “in-house” delivery drivers.
- Summarizes all production inventories for presentation to accounting.
- Updates production flow in EPS management system.
- Reports to work on time. Notifies supervisor, before start of the shift, if unable to report to work on time.
- Occasionally instruct or make work assignments for others as directed by a supervisor.
- Performs all duties assigned by Plant/Production Supervisor

### **COMPETENCIES**

- Must have dexterity of hand and fingers to operate a computer keyboard, mouse, small hand-held power tools and to handle other computer components and office equipment.
- May be required to lift, push, pull or carry objects up to 25lbs without assistance.
- Must be able to speak and hear detailed information through oral communication.
- Must be flexible with work hours.
- Must be able to solve problems, some complex, and make judgements using general guidelines. Unusual problems will be referred to Supervisor.
- May need to investigate issues or advise other employees on status of shipments.

### **MINIMUM REQUIREMENTS**

- High School Diploma or GED.
- Previous shipping experience preferred.

### **WORK ENVIRONMENT / PHYSICAL ACTIVITY**

- Work will be completed in an office setting with very light physical demands.
- Travel will be minimal, but may be required 1-2 times per year.

**We offer a very Competitive Base Salary, Comprehensive Benefit Package, Bonuses and ESOP.**

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status*