



F.W. WEBB COMPANY

Job Posting

Position Title: Shipping Supervisor

Location: Hyannis, MA

Reports To: Operations Manager

Pay Range: \$25.00 - \$33.00 per hour

Responsibilities:

- Supervise the incoming and outgoing shipments
- Ensure that all items are properly packed and labels
- Maintains shipping records and handle all paperwork associated with shipping duties
- Compiles, verifies, and reports periodic statistical information to management.
- Trains employees on all aspects of their job within operation.
- Experienced in working with WMS system as well as Microsoft Excel.
- Supervises employees including: assigning and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

Qualifications:

- Strong communication skills required
- Supervisory experience in a warehouse or distribution center preferred
- Strong Microsoft Excel skills preferred
- Ability to work under pressure and rapidly changing priorities
- Must possess a high level of customer service