

Position Profile:

The Shipping Lead is responsible for ensuring their assigned shipping line(s) is processing customer orders in a timely, efficient, and accurate manner. The Shipping Lead is responsible for guiding the personnel assigned to their shipping line and ensuring shipping personnel have the necessary inventory, supplies and working equipment in order to process orders. The Shipping Lead communicates with Customer Experience and Credit regarding customer and order issues as well as work with the assembly team on stock and re-stock needs.

Work Responsibilities:

- Run Shipping Control and release orders to the Shipping queue.
- Assigns staff to perform each task in the shipping process.
- Direct the daily shutdown- material movement, running of reports, documentation, maintenance, labeling, etc.
- Communicate with Customer Experience and Credit regarding customer and order issues.
- Notify IT of any system problems as they effect daily operations.
- Notify Warehouse Lead of any stock issues.
- Maintain adequate stock of shipping materials and request departmental needs.
- Identify ORM-D orders and provide needed documentation.
- Conduct new hire and seasonal temp training.
- Assign and reassign rack, shelf, and floor space for new product lines or the disposition of product as it becomes obsolete.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- Two years' experience in a warehouse, distribution, or production environment.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

Core Competencies:

- Ability to communicate and interact effectively with managers and co-workers
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations to work assignments
- Ability to learn software utilization requirements of the role
- Ability to discern subtle color and dimensional differences compared to standard.
- Ability to discern subtle fragrance differences compared to standard.
- Certifiable as a forklift driver with high reach capabilities.

- Strong planning and organizational skills
- Exhibits a high tolerance for stress
- Ability to process, maintain and protect company confidential/proprietary information
- Ability to maintain a strong and consistent attendance history.

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- Distribution and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*