

Position Profile:

The Shipping Manager is responsible for managing shipping demand to meet or exceed our customer's expectations. The position is responsible for the management and coordination of outbound shipping operations from the assigned location, including outbound shipping to customers, vendors, or other company locations. The Shipping Manager has direct reports that consist of any of the following positions: Shipping Leads, Shipping Techs, Coordinators, or other similarly assigned roles.

Work Responsibilities:**Shipping:**

- Ensures the timely, accurate and cost-effective delivery of finished goods to CURiO customers and manages the day-to-day operations of outbound shipping in order to optimize service levels goals.
- Responsible for the adherence of all shipping guidelines and the inclusion of required documents as mapped out by customers' vendor guidelines.
- Manages relationships with transportation and supply vendors to support shipping operations.
- Responsible for creation of domestic and international shipping documentation such as packing lists, certificates of origin, hazmat, Dangerous Goods, and other shipping documents.
- Maintains compliance of international shipping, Dangerous Goods, and customs regulations.
- Analyzes shipping methods and carriers to determine most cost-effective solutions. Makes recommendations for productivity improvements changes to optimize processes.
- Work with shipping personnel, supervisors, warehouse, inventory, customer service, IT, and other departments to optimize processes and establish procedures while complying to safety regulations and best practices.
- Ensures operational resources, including equipment and shipping personnel are properly allocated in relation to the changing needs of the day
- Maintains physical condition of shipping center by planning and implementing new design layouts and procedures
- Manages technology resources and systems to maximize revenue and best use resources through outbound shipping operations

Finished Goods:

- Works with the Scheduler to maintain constant communication of the product completed and ready for shipping.
- Manages the re-ticketing process for finished goods delivery to key account customers.
- Responsible for monitoring and assuring inventory of shipping supplies.

Manages special projects pertaining to optimizing shipping operations.

Regularly monitors departmental procedures, staff, and standards for continuous improvement opportunities.

Staff Management: Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet team goals as well as ensuring maximum productivity and performance. Models CURiO Cornerstones and uses cornerstones framework in decision making.

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Hire, train and develop team, ensuring that each employee has a clear and thorough understanding of their role and responsibilities.
- Effectively orient new hires to CURiO culture, structure and specific role and responsibilities, ensuring a positive and productive employee experience.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Guide and coach direct reports to produce business results by working collaboratively within and among cross-functional teams.
- Support employee development, offering opportunities for expansion of skills and capabilities to prepare for career growth.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.

- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

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 policies. 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

- Bachelor's Degree or equivalent experience
- Five years' management experience in a manufacturing/shipping environment
- Three years' experience effectively managing, supervising, and coaching staff

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook
- Experience working in an MRP environment

Core Competencies:

- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Critical thinking and problem-solving skills
- High degree of tolerance for stress and uncertainty
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business
- Must be an individual of high energy, positive attitude, and a proven track record of getting results.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor, and other partners.
- Ability to maintain and protect company proprietary information

Travel Requirement: less than 5%

Working Environment and Physical Demands:

- Distribution and warehouse environment 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.*