



Shipping Supervisor – Job Description

Reports to	: Assistant Operations Manager
Supervises	: Shipping Associates
Hours	: 8:00 AM to 5:00 PM, Monday through Friday and occasionally early mornings, evenings or weekends
Status	: Non-Exempt
Effective Date	: 28Sep23
Salary Grade	: Refer to Compensation Matrix

1.0 GENERAL POSITION DESCRIPTION

The Shipping Supervisor will work in a team environment and will be responsible for all outgoing shipments from SBS including accuracy, temperature and storage of all materials.

2.0 JOB RESPONSIBILITIES

- Ensure materials are handled at the appropriate temperature
- Understand and supervise the Shipping process and employees from beginning to end. Be proactive with shipment-related matters
- Ensure that all aspects of Shipping procedures are executed to ensure that a high degree of accuracy and precision is met and that all materials are processed in accordance with all applicable Company SOPs
- Verify shipment pulling and packing to ensure SOPs are followed at all times and the quality, type and amount of materials shipped are correct. Verify that appropriate documentation is accompanying the shipment
- Assist in the development of shipping procedures and process improvement
- Address shipping errors, deviations, investigations. Think of corrective or preventive actions, if any, that may help prevent such occurrences in the future
- Be aware of each shipment received (includes destructions) and review Shipment plans prior to associate implementation and make sure the courier, shipping container, documentation and services required are complete and accurate, and how much time is spent on each shipment
- Assist the department management group in evaluating staff performance and ensure all staff are properly trained.
- Prepare and deliver performance reviews, individual development plans, written warnings and performance improvement plans as required



- Be proactive in managing emergency shipments and who will be responsible (Weekend and evening shipments)
- Oversee or create paperwork for international shipments. e.g., customs invoices, declarations of goods
- Safely operate distribution warehouse and temperature-controlled equipment, as required
- Participate in the Emergency Response Team (ERT)
- Perform other duties as requested

3.0 SKILLS / KNOWLEDGE / ABILITIES

- Basic computer skills with Word, Excel and Outlook
- Ability to operate forklift and scissor-lift desired
- Ability to operate equipment at various heights desired

4.0 ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Must be able to lift 30lbs regularly and 50lbs occasionally
- Must be able to handle cold temperatures
- Must be able to stand or sit for extended periods of time
- Must be able to remain in a stationary position for long periods of time

5.0 COMPETENCIES

- Ensures accountability
- Action oriented
- Manages ambiguity
- Collaborates
- Communicates effectively
- Customer focus
- Decision quality
- Time management

6.0 EDUCATION & EXPERIENCE

- High School Degree or GED
- 1+ years of leadership experience



- Experience in logistics with a life science company is desired

7.0 WORKING CONDITIONS

- Working in a repository and office environment
- Working in various temperatures from 23C to -20C
- Occasional work performed outside
- Very minimal travel is required for this position

8.0 WORK AUTHORIZATION / SECURITY CLEARANCE REQUIREMENTS

- N/A

9.0 OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

10.0 AFFIRMATIVE ACTION / EEO STATEMENT

Equal Employment Opportunity Policy:

SriSai Biopharmaceutical Solutions LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence and compensation.



11.0 SIGNATURES

This job description has been approved by:

Manager: _____ Date: _____

HR: _____ Date: _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position:

Employee: _____ Date: _____