



**Shur-Co®, LLC**

World Headquarters - Yankton, SD, USA

2309 Shur-Lok Street | Yankton, SD 57078-0713

Ph: 1-605-665-6000 | Fax: 1-605-664-9302

[www.SHURCO.com](http://www.SHURCO.com)

**Job Title:** Shipping Supervisor (Day Shift)  
**Type:** Full Time  
**Schedule:** Monday – Thursday 6:00a – 4:30p  
Friday as needed  
**Department:** Shipping  
**Reports To:** Operations Manager

#### **ABOUT SHUR-CO®:**

Shur-Co®, LLC, is headquartered in Yankton, South Dakota, and is a leading provider of covering systems, parts and service to the global transportation market. With over 60 years of industry experience, Shur-Co® now manufactures a wide offering of tarp systems and accessories for trucks, trailers, carts and specialty equipment used in the agriculture, construction, waste and flatbed markets. Shur-Co® operates 10 production sites and sales locations in the United States, Canada, and the United Kingdom, giving you the opportunity to work with employees and customers all over the world. We are always looking for well-qualified candidates to fill a variety of open positions. Check out all of our opportunities at [www.Shur-Co.com/employment](http://www.Shur-Co.com/employment).

#### **SUMMARY**

The shipping supervisor position coordinates activities of workers responsible for picking product and preparing it for same day shipping both nationally and internationally.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist Operations Manager by identifying work procedures; prepare work schedules and expedite workflow.
- Issue written and oral instructions.
- Examine work for exactness, neatness, and conformance to policies and procedures.
- Study and standardize procedures to improve efficiency of workers.
- Maintain harmony among workers and resolve grievances.
- Ensure correct shipment of international orders
- Assist employees with work process problems.
- Loading and unloading trucks by hand and/or forklift.

#### **SUPERVISORY RESPONSIBILITY**

This position supervises all employees of the department and is responsible for the performance management and hiring of the employees within that department.

#### **TRAVEL**

This position may require up to 20% of local travel.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

#### **EDUCATION and/or EXPERIENCE:**

Associate's degree (AS) or one or more years of related experience and/or training in the field; or equivalent combination of education and experience

Must be able drive a forklift and have a valid driver's license.

Commercial Driver's License or the ability to get a CDL is preferred.

#### **DESIRED SKILLS**

1. 5 or more years of experience supervising a staff of 5 or more employees.

#### **LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.





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- Ability to write simple correspondence, and effectively present information in one-on-one and/or small group situations to customers and other employees of the organization.

#### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock, and vibration.

The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually loud.

### **Employment will be based on the successful completion of a pre-employment background check**

Please contact Human Resources at 605-665-6000 for questions on the application process.

The position will remain open until filled.

