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# Example of Shift Team Lead Job Description

Our company is growing rapidly and is looking for a shift team lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for shift team lead

* Maintain cleanliness of loading docks, storage coolers and shipping desk throughout the shift
* Follow all shipping and safety procedures, SOP and GMP guidelines at all the times
* Coach Sr
* Assign Sr
* Facilitate communication between Sr
* Process large volumes of incoming and outgoing mail
* Sort and distribute daily mail deliveries
* Track and distribute all courier and express packages
* Assist with daily shipping and receiving tasks
* Ensure quality maintenance of all logs and reporting documentation

## Qualifications for shift team lead

* Understanding of Lean Manufacturing and Six Sigma principles
* Computer skills (Microsoft Office, Hardware, Network)
* 1-2 years experience in a manufacturing environment where lean tools (5-S, set-up reduction, TPM, ) were in use
* Education and/or Experience – HS Diploma /GED required
* Experience with stand up forklifts and/or reach trucks is required
* Ability to appropriate technology in an effective manner in performance of the function, , pick-to-voice, computer, scanner