



SHIPPING SUPERVISOR

Job Description

ABOUT US

A proven leader in sewage, sump and wastewater markets, TOPP Industries, Inc. offers high-quality environmentally responsible products, including fiberglass, polyethylene and structural foam basins, tanks, basin and tank covers, lift stations, septic tank risers, extensions and accessories.

Getting its start out of a 500 square foot garage in Rochester, Indiana, TOPP was started from humble beginnings – and only a few employees. Since that time, TOPP has grown to an internationally recognized brand with over 130 employees and over 300,000 square feet of manufacturing space.

At TOPP, we're invested in your future. We pride ourselves on being an organization that allows all of our employees to grow, develop and truly be a part of the TOPP family. We are also dedicated to supporting our local community and the people that live here. TOPP offers a competitive benefits package for full-time, eligible employees including paid health benefits and life insurance, prescription drug plans, 401K with a company match, paid vacation/holidays and more.

JOB DESCRIPTION

TOPP Industries, Inc. in Rochester, Indiana is looking for an experienced Shipping Supervisor to lead our Shipping and Receiving team. This position will consist of loading and unloading materials from pallets, skids, platforms, cars, lift devices, or other transport vehicles. Weighing materials or products, recording weights and other production data. Operates automatic stacking, loading, packaging, or cutting machines.

ROLES AND RESPONSIBILITIES

- Maintain production within quality standards
- Perform clean-ups, and maintain area cleanliness
- Must be able to lift 40 lbs
- Must be proficient in communications skills, both written and verbal
- Follow all applicable safety policies and procedures
- Complete all required safety training
- Maintain a clean, safe and orderly work area
- Assist Shipping Manager, Plant Manager and Operations Manager as needed
- To work as a team with others in the plant
- Work overtime when needed
- Must have Forklift certification
- Must have attention to detail
- Inspecting product loads for accuracy, and safely moving it around the warehouse or facility to ensure timely and complete delivery
- Performing routine maintenance on forklift such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied gas tank

- Weighs materials or products and records weight and other production data, tags or labels
- Operates pneumatic hand tools
- Assembles products
- Your attendance during scheduled work hours is an essential function of this position

COMPENSATION

- Starting at \$20.00/hour

Job Type: Full-time

Job Location: Rochester, IN