

Job Description

5651 Innovation Blvd,
Shakopee, MN 55379



Job Title: Fulfillment Lead	
Department:	Fulfillment
Reports to:	Manager of Fulfillment
Shift:	1 st shift hours are 5:30am – 1:30pm and the hours for the 2 nd are 1:45pm – 9:45pm.
Salary Range:	\$16.86 - \$18.23 based on experience.

Position Overview:

COKeM International is the most successful, influential, and innovative distribution service company in the video game and accessory industries. COKeM is in Shakopee, MN.

The fulfillment lead is responsible for providing leadership to 5 to 20 line leads and 75+ temporary workers per shift.

Responsibilities:

- Follow and train to strict job manufacturing guidelines, ensure process meets COKeM standards in productivity, quality, and safety.
- Ensure effective employee relations by providing employee coaching and development.
- Resolve employee issues through problem resolution.
- Balance quality, productivity, cost, safety, and morale to achieve positive results in all areas. Work to continuously improve in all areas.
- Manage departmental performance measures, including visual controls and provide regular progress reports to manager.
- Provide day to day leadership to line leads and temporary workers.
- Always maintain good housekeeping in the respective work area.
- Assist others in areas as needed and perform other duties as assigned.

Requirements:

Previous experience leading workers in a fast-paced environment. Ability to learn quickly and make good decisions. Computer skills in Outlook, Word, and Excel. Knowledge of job instructions, time studies and standards, lot controls and scheduling. Good communication skills; bilingual Spanish or Hmong skills a plus.