

SHIPPING & RECEIVING SUPERVISOR

Job Description Overview

The Shipping and Receiving Supervisor position is responsible for supervision of the shipping specialists, stock room, shipping and receiving. Overseeing the scheduling of equipment requiring packaging for shipment and interfacing with other manufacturing departments, engineering, production control, customer service and sales. This position reports to the Plant Manager.

Qualifications

- Dedication to excellence and quality
- Department Manager – KMC Global Appendix A
- Good general math skills
- Good blueprint reading skills
- Good hands-on mechanical ability
- Working knowledge of computers & Microsoft Office Suite
- Three-year minimum shipping/logistics experience

Responsibilities

- Promote excellence throughout the department
- Quality and accuracy of shipped and received equipment and components
- Shipping and receiving process instruction implementation (SOP's) and training
- Time management
- Safety Implementation
- Supervision of salary and union personnel
- Freight company pricing and quality – on time and damage tracking
- Freight inbound and outbound tracking and cost reduction
- Shipping supplies administration
- Job ticket administration
- Schedule shipment priorities (managing)
- Schedule manpower between two facilities
- Returned goods administration
- Test material administration
- Shipping and receiving organization and cleanliness
- Monitor FIFO
- Damaged goods administration
- Working knowledge of shipping software
- Visual software knowledge
- Knowledge of Manufacturing Support Systems (MSS)