



Job Title	Shipping/receiver Supervisor	Department	Operations
Reports To	Production Manager	Job Type	Full Time
Shift	1 - 2	Date Created	12/13/2018

### Description:

The Shipping/Receiver Supervisor is a critical member of the growing team. The role involves managing daily shipping and receiving operations. Will be the one working with Sales, Logistics, and Operations to ensure complete orders are shipped and delivered on time, as well as record all incoming products. Oversee data system for storage and tracking of goods and shipments. A successful shipping/receiving manager is analytical, well-organized and excels in communication. They must be comfortable with paperwork and information systems and have great knowledge of shipping and receiving procedures. The goal is to ensure that the shipping and receiving processes are running smoothly and effectively.

### Responsibilities

*(Role may include some or all of the responsibilities listed below)*

- Supervise and lead subordinates (1st & 2nd receiving clerks, order pickers, etc.)
- Ship and receive all product and materials as required
- Update status of inbound and outbound order in ERP system.
- Use software to track, check, prioritize and ship orders
- Manage all important documents such as advanced shipping notice, pick slips, bills of lading, purchase orders, etc.
- Direct the flow of packages from preparation to shipment
- Inspect labels, barcodes and other features of completed orders
- Control budget of the shipping department.
- Collaborate with logistics, operations & sales, and other managers to optimize processes
- Resolve issues regarding shipped orders
- Ensure compliance to legal regulations and company policies
- Report to management on activities and issues
- Document best practice

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## **Requirements**

- 5 Years of shipping receiving experience
- Working knowledge of ERP/MRP systems, and Microsoft Office (Outlook, Excel, Word, etc.) is a must.
- High attention to detail essential with ability to work independently with minimal supervision in a busy environment
- High attention to internal and external customer needs.
- Must have a valid forklift license.
- Ability to operate Forklift and Pump Trucks safely and efficiently,
- Physically capable of performing the essential duties of the job and lifting up to 50lb
- Good written and oral communication skills,
- High attention to company's health & safety rules,
- Supervisory experience is an asset,
- Ability to multitask and assist production team when required.



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