



Shipping/Receiving Manager

JOB SUMMARY:

First-shift position responsible for overseeing all shipping/receiving functions and inventory control of raw materials and parts.

RESPONSIBILITIES:

- Receive incoming shipments using fork trucks and/or other loading/unloading techniques, organize products, and process documents accordingly
- Organize, label, and maintain stock items in an organized manner
- Review and streamline shipping/receiving processes
- Head up monthly cycle counts of raw materials and parts to reconcile with computer system
- Ensure safe warehouse operations and supply storage
- Pull raw materials from inventory and issue to work orders
- Use pick list to pull parts inventory and stage job for welding/assembly
- Maintain a clean and organized work environment
- Palletize orders for shipping, label with necessary documentation, and organize in a designated area
- Obtain signed packing lists and turn in to front office for items that have shipped
- Follow established safety, environmental and quality policies, procedures and practices
- Other job duties as assigned by supervisor

BASIC QUALIFICATIONS

- Required experience:
 - High School Diploma/GED
 - Ability to read, write, and general comprehension
 - Ability to use measuring equipment and read blueprints and schematics.
 - At least 3 years previous shipping/receiving/inventory control experience
- Vocational training in lieu of experience would be considered
- Basic computer usage knowledge
- Reliable transportation
- General knowledge of at least one of the following desired
 - Sheet metal / Structural steel
 - Manufacturing / Production processes