

Job Title: **Shipping and Receiving Supervisor-Owa**
Department: 3295
Reports To: Production Manager

Shift: 2
Location: Owatonna
FLSA Status: Exempt

Position Purpose

- Reporting to the Production Manager, the Shipping and Receiving Supervisor provides leadership and direction through strong communication and teamwork for the activities of the shipping and receiving team to safely achieve shipping schedules and goals. -

Essential Duties & Responsibilities

- Ensure the department is run in a safe, professional manner; all employees are trained in the required safety procedures and maintain compliance. Ensure safety equipment and PPE is inspected daily and used/worn as required. -
- Supervise and motivate the shipping and receiving dock staff to promote a productive and cooperative work environment, and assume a well trained, satisfied team. -
- Work effectively with Supervisors and Managers to coordinate shipping schedules for manufacturing and properly plan for mixed product loads. Work with them to resolve questions regarding shipping schedules or product unavailable for shipment as scheduled -
- Communicate with Customer Service frequently to ensure that they are aware of scheduled shipments and any shipping issues which may arise. -
- Administer reconsignment of freight, refusals, problems with delivery, returned merchandise, etc. as necessary. -
- Ensure that department personnel are aware of the ISO 9001 Standard Operating Procedures and work instructions applying to their job, and that they are performing all functions in compliance with these procedures. -
- Administer customer requests for special services and act as liaison with Credit to process the appropriate debits. -
- Schedule all shipments, monitor shipping schedule, ensure that appropriate product is available, and staged for shipment as scheduled. Group shipments as appropriate. Call carriers to schedule trucks/call customers to schedule pick-ups. Prepare Bills o -
- Receiving: Ensure all incoming goods are unloaded properly, material is checked, counts are verified, and all paperwork associated with incoming freight is processed correctly. Unload trucks and process paperwork related to receiving as necessary. -
- Store raw material inventory efficiently. -
- Maintain accuracy of inventory through cycle counts and the timely reporting of all inventory transactions. -
- Actively participate in annual physical inventory. -
- Maintain dock and equipment in a clean and orderly condition. -
- Actively participate in "5S" procedures and all Continuous Improvement efforts. Document daily task performed on "5S" task board. -
- Actively participate in Kaizen events and ensure that continuous improvement efforts are carried out effectively. -
- Perform any and all other duties as assigned by manager. -

Knowledge / Skills / Abilities

- Good organizational skills, detail oriented, and with the ability to interact positively with others, both within and outside the organization in a very hectic environment. -
- Knowledgeable of math, with the ability to add and subtract whole numbers. -
- Knowledge of proper methods to safely load and unload materials on trucks to minimize product damage. -

- Knowledge of carriers serving the area. -
- Knowledge of inventory control concepts and procedures. -
- Ability to communicate with carriers and customers effectively. Trucks are scheduled so that dock is run efficiently.
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- Ability to safely operate a tow motor. -
- Ability to ensure that inventory is kept undamaged and inventory counts are accurate. -
- Ability to use a RF Scanner. -

Qualifications / Prior Experience

- At least 2 years of experience leading a shipping and receiving team in a lead or supervisory position. -

Work Environment / Other Requirements

- Ability to safely move around the plant floor. -
- Ability to properly maintain all assigned equipment. -
- Ability to meet productivity standards for the position. -
- Keep work area clean. -
- Follow all safety rules and regulations. -
- Meet attendance and punctuality requirements. -
- Perform any and all other duties as assigned by Manager. -