



## Shipping Supervisor

This position is responsible for managing hourly employees in order to ensure shipments are met, orders are pulled for the following days shipments and check in items that are delivered.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Ensure all warehouse personnel adhere to all Safety policies.
- Ensure all quotas' for pulls and loading / unloading of trailers are met in a timely manner.
- Report all accidents and un-safe acts.
- Constantly look for areas to approve upon and act upon them.
- Review dock status reports for the day's current shipment to ensure all are 100% fulfilled. Note any exceptions to Scheduling for review and action.
- Direct warehouse personnel on daily assignments.
- Review open orders for next day shipments and report any issues. Note corrective measures taken and report to Customer Service status.
- Direct and help as required to move materials in the warehouse to ensure FIFO is maintained.
- Work with the Supply Chain Manager on cycle count variances and issues with inventory reconciliations due to warehouse movement.
- Review with Purchasing of any inbound deliveries and establish a schedule in line with being able to fully meet shipments to customers.
- Work with customer service on late orders, accuracy of orders, customer concerns, etc. Participate on any customer and vendor complaint reviews where it pertains to the warehouse.
- Must follow procedures and guidelines as defined by the Sanitation Standard Operating Procedures (SSOP) and the Master Cleaning Schedule.

Double H offers competitive pay and benefits!

Send in your resume by mail, email or fax:

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