



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 polices.
- 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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