

ADVANTAGE MANUFACTURING

JOB DESCRIPTION: WAREHOUSE SUPERVISOR

Qualifications:

Must have-

- Integrity and leadership skills - Lead by example
- Strong interpersonal and communication skills
- Exhibit RESPECTFUL approach to customers, vendors, and all fellow employees at all times
- Team approach oriented
- Excellent organization and administrative skills
- Exhibit good personal hygiene and professionalism
- Detail and accuracy are critical
- Exceptional analytical and problem-solving skills
- OUTSTANDING customer care skills

DAILY Core Responsibilities:

Shipping:

- Maintain a Safe and Clean shipping area and adjoining shop areas
- Floors to be swept and cleaned throughout the shop with trash removed daily. Skids and crates of scrap metal to be sent out, to be staged in allocated locations. Types of metals NOT TO BE MIXED
- Obtain and process product orders according to due dates for outbound shipments/pickups to customers and outside vendors.
- Schedule all shipments via LTL, TL, Courier or P.U.
- Ensure accurate counts per specific parts
- Able to follow specific boxing/skidding packaging requirements per each Customer N vendor instructions to ensure all products received without damage or loss
- Must understand packing slips and shipping documentation
- Proper Labeling and Packing Slips to be accurate and easily identified
- Maintain a detailed Daily Outbound Shipping Log

Receiving:

- Receive all inbound deliveries via LTL, TL, Courier, UPS, FedEx, Customer and Vendor deliveries
- Inspect and verify receipt of goods with accurate quantities and inspect for damage (possible concealed damage) and shortage

- Document any discrepancies immediately - DO NOT ACCEPT OR SIGN for any exceptions without resolving the issue - Contact shipper or appropriate persons for authorization
- Unload and distribute all packages/skids to the appropriate department area or person within the shop/office
- Maintain a detailed Daily Inbound Shipping Log

General Duties

- Track and request needed supplies such as:
- Cardboard, misc. size boxes (Sizes are part specific), skids, & computer supplies for the shipping department
- Cleaning supplies such as Awesome for cleaning machines
- General stock items used in daily operation such as WD40, hydraulic oils for the machines, light bulbs, etc.
- (Cintas supplies shop towels & dispenser paper products such as hand towels, soap and toilet tissue). Deliveries are made 2 X per month
- Dumpster trash pickup 3 x per week
- Any other duties as assigned

This position is an extremely critical part of the continued commitment to our customers, vendors, and our employees at Advantage Manufacturing LLC.

These duties need to be taken seriously and completed with dedication and ownership.

Overtime may be necessary at certain times of the month.

SALARY: Open- Based on experience and qualification

If interested in this position, please send a cover letter and your resume to Gary at gary@advmfllc.com.

Advantage Manufacturing LLC offers competitive starting salaries based on industry guidelines and is an equal opportunity employer.

Advantage Manufacturing LLC
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