



Job Title: Shipping/Receiving & Warehouse Supervisor

Effective Date: 10/28/2021

JOB DESCRIPTION

Summary: The Shipping/Receiving & Warehouse Supervisor directs and coordinates Ariston's transportation activities, warehousing, distribution, and inventory control. The individual must ensure that customer satisfaction and performance standards are met with optimum efficiency in a dynamic, goal-oriented environment.

The Shipping/Receiving & Warehouse Supervisor reports directly to the Director of Supply Chain.

Job Type: Full Time, Monday – Friday, 8 AM – 5 PM

Pay: \$58/67k Yearly

Location: New Bedford, MA

The QC technician will be responsible for the following duties and responsibilities:

- Develop a world-class team by motivating, hiring, appraising, disciplining, coaching, training, and challenging the team members.
- Ensure on time, accurate parts deliveries to customers.
- Actively manages inventory levels to balance the ability to meet customer demand with maximum inventory turns and minimal obsolescence.
- Standardize, document, implement, and ensure compliance with inventory control policies and procedures.
- Ensure that all transactions are properly and timely documented in the SYSPRO ERP system. In addition, ensures world-class system procedures are developed, properly followed, and constantly improved.
- Develop methods and procedures for transportation of raw materials to processing and production areas and transportation of products from departments to customers, warehoused or other storage facilities.
- Determine most efficient and economical routing mode of transportation.
- Initiates investigations into causes of damages or shortages in consignments or overcharges for freight.
- Negotiates contracts for leasing of transportation equipment or property.
- Establish and maintain favorable carrier supplier relationships. Negotiate contracts.
- Use logistics to improve our overall competitiveness, including negotiating best rates/methods with carriers, optimizing distribution strategies to maximize fill rates, warehousing, shorten lead times, and minimize distribution spend.
- Drive results improvement through appropriate metrics and analyses
- Champion lean and efficient operations. Drive continual improvement in all areas.
- Develop effective professional relationships with other company leaders, managers, and employees.

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- Accepts other responsibilities as requested by the Director of Supply Chain.

TECHNICAL EXPERTISE: The following is a brief description of processes in the technical expertise duties but is not limited to:

- Expertise in establishing and using modern ERP systems: MRP execution, Inventory Management, Warehousing and Distribution.
- Leadership ability. Excellent interpersonal, verbal and written communication skills, including presenting and facilitating team meetings.
- Ability to sell, communicate, and get buy in.
- Attention to detail.
- Ability to work cross functionally at all levels of an organization.
- Excellent negotiation skills and experience leading transportation supplier negotiations.
- Microsoft Office (Outlook, Word and Excel): must be proficient in word processing and spreadsheet applications and have some experience in database reporting.
- Expertise in filing and resolving claims with transportation carriers.
- Expertise in filling out customs paperwork for the export of samples and finished goods shipments.

REPORTING TO: Director of Supply Chain

SUBORDINATES: The employees working in Parts dept., receiving, raw materials stockrooms and the finished goods Distribution Center.

EDUCATION/EXPERIENCE:

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	X	Bachelor's Degree in Business Management or equivalent.
	X	At least ten (10) years' experience in inventory control management (shipping, receiving, and logistics) in a manufacturing environment.
	X	Experience establishing and improving modern Inventory Control systems
	X	Experience in applying Lean Manufacturing methods.
	X	Strong analytical and negotiation skills required.
	X	Proficient computer skills using Excel, PowerPoint, and Word
X		Experience with ERP system

OTHER QUALIFICATIONS:

- Language Skills – Ability to read, write and speak English.
- Mathematical Skills – Ability to apply advanced mathematical concepts.
- Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Physical Demands – Physical Activities: Ability to stand, walk and sit. Ability to reach and use arms, hands, and fingers. Ability to hear.
- Weight Limitations – N/A

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- F. Vision Requirements – Close and distance vision, color vision, peripheral vision, depth perception; and ability to adjust focus.
- G. Work Environment – Quiet conditions in the office. Moderate noise conditions in Warehouse area.
- H. Personal, Protective Equipment - Ability to wear safety glasses and other job related personal protective equipment (PPE) as required.
- I. Travel – As needed, anticipated less than 5%.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.