

SHIPPING AND RECEIVING SUPERVISOR

Job Description



FASCO INC.
SECURING THE FUTURE. CONNECTING THE WORLD

White, Russ

Job Title: Shipping and Receiving Supervisor**Job Summary:**

The Shipping and Receiving Supervisor oversees the efficient and accurate flow of goods in and out of the organization. This role requires strong organizational and leadership skills to manage a team of shipping and receiving personnel. The Supervisor is responsible for coordinating shipments, ensuring timely delivery, and maintaining accurate inventory records.

Job Responsibilities:

1. Team Leadership
 - Lead, motivate, and supervise a team of shipping and receiving personnel.
 - Provide training and guidance to ensure team members are proficient in their roles.
 - Foster a positive work environment that encourages teamwork and collaboration.
2. Inventory Management:
 - Oversee the accurate recording and tracking of inventory levels.
 - Conduct regular audits to reconcile physical inventory with system records.
3. Shipping Coordination:
 - Collaborate with carriers and freight forwarders to optimize shipping processes.
 - Resolve any shipping discrepancies and address customer inquiries regarding shipments.
4. Receiving Operations:
 - Supervise the receiving process, including inspection, verification, and recording of incoming goods.
 - Collaborate with procurement and quality control teams to address any issues with received products.
 - Ensure compliance with safety and quality standards during the receiving process.
5. Process Improvement:
 - Proactively address any challenges in the logistics process.
6. Communication:
 - Liaise with internal departments, including sales, production, and customer service, to ensure seamless operations.
 - Communicate with external partners, such as carriers and suppliers, to address any issues and optimize processes.

Job Qualifications:

- High school diploma or equivalent (bachelor's degree in logistics or related field is a plus).
- Proven experience in shipping and receiving roles, with at least 3-5 years in a supervisory capacity.
- Excellent leadership and communication skills.
- Detail-oriented with strong problem-solving abilities.
- Ability to work in a fast-paced environment and handle multiple priorities.
- Ability to speak and write fluently in both English and Spanish.

Job Benefits:

- \$50,000-60,000 per year, plus annual performance bonuses.
- Health insurance Coverage (vision, dental, life)
- Paid holidays, vacation, and sick time.
- Short and long-term disability protection.
- Maternity and parental leave.
- Retirement: 401K.

The Shipping and Receiving Supervisor plays a crucial role in ensuring the smooth and efficient operation of the logistics department, contributing to overall organizational success.