

Shipping & Receiving Manager

Abbyland Foods, Inc-Abbotsford, WI

\$40,000 - \$50,000



SUMMARY

Supervises and coordinates activities of workers engaged in verifying and keeping records on incoming and outgoing shipments and preparing items for shipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties for this job include the following but other duties may be assigned.

- Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules.
- Oversees incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.
- Determines legal load limits of trucks, according to established schedules and weight limits of states.
- Inspects loading operations to ensure compliance with shipping specifications, and seals loaded boxcar and truck doors.
- Inspects material handling equipment for defects and notifies maintenance personnel or contacts outside service facility for repair.
- Directs movement of shipments from shipping and receiving platform to storage and work areas.
- Issues written and oral instructions.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Maintains harmony among workers and resolves grievances.
- Prepares composite reports from individual reports of subordinates.
- Adjusts errors and complaints.
- Orders supplies as needed.
- Coordinates work schedules.
- Works with QC.
- Responsible to support the Abbyland Safety Program. Know and Practice the Safety Standards that apply to the Manager/Supervisor's work area. Participate in Safety training and make certain all employees supervised are safety trained, wear required PPE and receive required update training. Address Safety related job performance issues.
- Responsible to support the Abbyland Quality Program (SQF) and practice the Quality standards that apply to the Manager/Supervisor's work area. Participate in Quality training and make certain all employees supervised understand the Quality requirements of their position and receive update training. Address Quality related job performance issues.

SUPERVISOR RESPONSIBILITIES

Directly supervises about 25 employees including line leads in the Shipping & Receiving Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION & EXPERIENCE

Associate degree in a related discipline with five years related work experience. Prefer supervisory experience. An equivalent combination of education, experience and training may be considered.

PHYSICAL DEMANDS

The employee (by themselves) must lift and/or move up to 45 pounds and occasionally 70 or more. The employee must be able to withstand walking, lifting, and bending.

WORK ENVIRONMENT

Must be able to work in an environment that averages about 45 degrees or colder.

EEO Policy Statement:

Abbyland Foods, Inc provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Abbyland Foods, complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Abbyland expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Abbyland employs to perform their expected job duties is absolutely not tolerated.

View the EEO is The Law Poster at:

http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf

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