

CURRIER PLASTICS, INC.

WAREHOUSE & LOGISTICS SUPERVISOR

LOCATION: 101 COLUMBUS STREET, AUBURN, NEW YORK 13021

Job Summary:

Lead and facilitate the development and execution of all Shipping, Receiving, and Warehousing activities. This is to include inventory accuracy, cost management, and shipping accuracy.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Maintain 99% absolute Inventory Accuracy by location and count
- Manage Inventory Transfers between warehouses/facility
- Implement/Write processes and work instructions to ensure consistency of operations for receiving, staging and put-away, picking, staging and shipping, cycle counts, and physical inventory
- Use Epicor cycle count functionality
- Use Epicor warehouse location functionality, receiving, put-away, pick and ship functionality
- Maximize use of barcode scanning
- Ensure safe and proper use of equipment
- Lead warehouse operations team including hiring, training, motivation, and disciplinary actions
- Maintain documentation including accurate record keeping of warehouse shipments
- Manage outgoing shipments
- Support incoming shipments/receivables of equipment and miscellaneous materials in conjunction with the Procurement and Vendor Relationship Manager
- Maintain condition of warehouse equipment
- Ensure product and condition of warehouse facilities are properly maintained
- Maintain facility to food grade levels at all times
- Select carriers and negotiate contracts and rates
- Maintain efficient warehouse organization
- Prepare and Evaluate budgets and expenditures, analyze variances and initiate corrective actions
- Update and evaluate metrics to assess performance of major warehouse functions
- Ensure all operations adhere to laws, guidelines, and ISO requirements
- Ensure accuracy of receiving and putaway to 99.5%
- Maintain FIFO

Supervisory Responsibilities:

Supervise the activities of the warehouse operations team.

Minimum Qualifications Standards:

- Strong communication skills.
- Previous experience/best practices implementing and using continuous improvement/lean tools.
- Minimum 5 years working in Supply Chain in a Warehousing/Logistics role.
- Experience managing vendors and negotiating best rates.

Special Requirements:

- Available for 24 hr. assistance if needed.

Knowledge, Skills, and Abilities:

- Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner.
- Promote the Continuous Improvement Process (V2) using lean and GMP practices.
- Computer proficiency including word processing, data entry, spreadsheets, and generating reports using standard software applications.
- Ability to professionally handle stressful/challenging situations.
- Ability to motivate people, assess, and develop employee skills.
- Ability to communicate verbally and in writing.
- Strong analytical and decision making skills.
- Ability to work with teams and lead decision-making processes in a team environment.
- Highly motivated, results oriented, driven.

Equipment, machines and Software used:

Ability to understand forklift operations, general office equipment, ERP Systems, and how Quality impacts the production floor.

Safety Equipment: Safety requirements for this position include, but are not limited to eye protection when on the production floor and in the tool room. Employees must follow any additional safety requirements in specific job areas.

Mental Requirements:

Close mental, audio, and visual attention required for controlling machines or processes at a rapid pace requiring close coordination and fine adjustment. AND/OR handling multiple strategies, strategic & tactical planning.

Physical Requirements:

Medium work: Exerting up to 50lbs. of force occasionally, and/or up to 20lbs. of force frequently, and/or up to 10lbs. of force constantly to move objects.

Ability to climb, stoop, kneel, crouch, stand and walk. Ability to reach, pull, push and lift objects. Ability to use fingers, grasp, feel and perform repetitive motions. Ability to talk and hear.

Communication Skills:

Ability to respond to common inquiries and complaints from employees/key work partners.
Ability to effectively present information to internal personnel.

Math Skills:

Ability to calculate figures and amounts such as interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Environmental Conditions:

The work environment characteristics described here and representative of those that may be encountered while performing the essential functions of this position.

The employee is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. The employee is subject to noise sufficient to cause the employee to shout in order to be heard above the ambient noise level. There is also exposure to various physical hazards such as proximity to moving mechanical parts, electric current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The employee is subject to one or more of the following atmospheric conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists. There is air and/or skin exposure to oils and other cutting fluids.