



For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

**JOB DESCRIPTION:**        **Senior Shipping & Receiving Supervisor**

**REPORTING TO:**        **Director of Supply Chain**

**POSITION SUMMARY:** The position of Senior Shipping & Receiver Supervisor requires a self-motivated, highly organized and detail-oriented individual. The ideal candidate will have the ability to organize and schedule shipments cost effectively, and ensure customers receive delivery on time with the correct quantity and quality.

**PRIMARY RESPONSIBILITIES:**

- Negotiate the alignment of internal and external stakeholders' schedules to deliver parts while adhering to prescribed packaging and shipping standards established by end customers
- Ensure customers receive on time delivery of the correct quantity of quality products, upload ASN's daily
- Cost effectively organize and schedule shipments
- Supervises and coordinates activities of workers engaged in verifying and keeping records on incoming and outgoing shipments and preparing items for shipment
- Maintain records including counts, weights and delivery requirements
- Determines space requirements and position of shipment in boxcars and trucks and lays out position of shipment
- Checking shipments received against bills of lading, invoices or purchase orders to ensure that any discrepancies are identified and brought to the appropriate department's attention
- Inspecting shipments for damage and recording details
- Sorting incoming parts, supplies and materials, placing them where designated
- Identifying and placing raw materials where designated
- Assist in cycle counts and annual inventory audits if required
- Perform inventory cycle counts.
- Operate cranes and lift trucks to load/offload materials.
- Pick-ups and deliveries.
- Maintain and order customer supplied dunnage for customer orders
- Maintain tariff codes for customers (USMCA)
- Manage sub-contractors for required services
- Other duties as required.

**DESIRED EXPERIENCE/ QUALIFICATIONS:**

- Proven experience in logistics
- Proficient in Microsoft Office Applications (Outlook, Word, Excel and Power Point). Advanced computer literacy
- Demonstrated supervisory, leadership and/or managerial experience or relevant experience
- Results-oriented individual who thrives in achieving challenging goals.
- High school diploma or equivalent
- Valid class G drivers license
- Knowledge of light crane operation

- Fork lift license

### **OTHER PREFERRED SKILLS:**

- Flexible and able to function in a fast-paced environment
- Ability to motivate and coach others as well as provide feedback
- Ability to find solutions to problems and make decisions
- Ability to multitask, adapt and cope with challenging situations
- Strong ability to plan, organize, delegate and follow up on team's activities and projects
- Incumbent must be safety conscious, as well as dedicated and reliable
- Self-motivated, adaptable, self-starter who can work well both independently and as part of a team
- Keen attention to detail with an emphasis on accuracy and presentation
- Excellent interpersonal skills and the ability to solicit support as needed
- Good verbal and written communication skills

### **HEALTH AND SAFETY RESPONSIBILITIES:**

- Ensure a safe workplace and assign safe work
- Follow and reinforce policies and procedure put in place for employee safety
- Ensure that any equipment, protective device or clothing required by the task is used or worn properly by the worker
- Provide training and information to employees on the hazards of tasks and ensure precautions are taken
- Report and act on any unsafe conditions and potential hazards that may be presented by employees or are observed while working
- Adhere to the OHSA