



## JOB DESCRIPTION

**Job Title:** Logistics Supervisor  
**Exemption Status:** Exempt  
**Department:** Plant Operations

### **Job Specifications:**

|                        |  |
|------------------------|--|
| EDUCATION              | 2-year degree in supply chain management, business, or industrial engineering, preferred |
| JOB RELATED EXPERIENCE | 3+ years   |
| SUPERVISION GIVEN      | 5-6 F.T.E.   |
| SUPERVISION RECEIVED   | Plant Manager  |

**Job Summary:** The Logistics Supervisor is responsible for coordinating all activities related to the movement of materials and supplies into the company and the movement of finished products to customers in a timely and cost-effective manner. In addition, monitor warehouse and distribution areas for efficiency in operations and capacity.

### **Job Duties and Responsibilities include the following:**

1. Examines shipping costs and negotiates with carriers to reduce shipping expenses through carrier contracts
2. Monitors and evaluates shipping reports to effectively schedule and plan freight for outgoing finished goods and sheet metal orders
3. Studies shipping notices, bills of lading, dashboards, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.
4. Determines space requirements and position of shipment in trucks and helps lay out position of shipment.
5. Manages the functions related to receiving incoming freight and packages, inspect rejects, record shortages and approves loads per ISO policies
6. Directs the unloading and storage of incoming freight by bin locations
7. Manages steel shipment processes, including receiving shipment pick list, locating steel, packaging requirements, labeling, material certifications, loading shipments per weight restrictions and customer specifications
8. Manages finished goods shipment processes, including packaging, outsourcing, loading, and document generation and approval
9. Prepares shipping documents for domestic and international shipments
10. Collaborates with sales, scheduling and production to achieve the Company's key customer metric of On-Time Delivery and maintain accuracy of customer shipments and RMAs
11. Schedules maintenance of company-owned vehicles
12. Maintains accuracy of inventory by performing cycle counts and physical inventories
13. Assures that all department employees are adequately trained, assesses the performance of department members, recommends pay changes and disciplinary action for employees in accordance with company policies
14. Supports process improvement activities
15. Other duties may be assigned that pertain to the classification.

**Qualifications:**

To perform this job successfully, an individual must be able to carry out each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge & Experience:**

- Exceptional time management skills: ability to prioritize tasks to handle multiple priorities in a fast-paced environment.
- Ability to successfully engage and lead individual and team discussions and meetings
- Capable of working with peers and associates from other departments, carriers, customers, and other companies in a proactive and constructive manner
- Ability to work under pressure to meet tight deadlines.
- Acute attention to detail and high level of organization and accuracy.
- Must be able to understand quality standards, methods and reporting as required
- Excellent computer skills including Microsoft Excel, Word and Outlook
- Ability to read and interpret documents

**Physical Demands:**

Occasional lifting, or with other means for movement of boxes and material. Infrequent lifting of 50+ lbs. Frequent bending, stooping, squatting, twisting, pushing and pulling of parts and containers, walking and standing for 8 hours a day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where temperature is affected by outside temperatures and machining.