



# NORTHEAST LABORATORY SERVICES

## Job Description

<b>Job Title:</b>	<b>SHIPPING/RECEIVING MANAGER</b>
Department:	Shipping/Receiving
Reports to:	Vice President of Operations
Schedule:	Monday – Friday (or to be determined by Director of Operations) & overtime as needed
FLSA Status:	Non-exempt/\$21 an hour

### **Summary of Duties & Responsibilities:**

Responsible for the operation of the shipping department, inventory control and courier service.

### **Essential Duties & Responsibilities:**

- Organizes and packages items for shipping.
- Coordinates for pickup of truck freight.
- Coordinates inventory and freight.
- Processes orders through computerized inventory/management systems.
- Relocates released product from Quarantined Area.
- Maintains automated shipping system.
- Maintains raw material and finished goods inventory.
- Responsible for the organization and maintenance of the warehouse.
- Receives, processes, and distributes incoming materials following established SOP.
- Recommends and coordinates shipping purchases and methods of transportation.
- Negotiates contracts, price variations and maintains business relations with carriers.
- Creates and distributes monthly inventory and year-end reports.
- Schedules pickups for samples via courier.
- Possesses a valid hazmat certification for air and ground hazmat (or willing to obtain one within a reasonable time from hire date).
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

### **Physical Demands:**

Able to tolerate temperature extremes for moderate amounts of time and stand for extended periods.

### **Supervisory Responsibilities:**

Responsible for the overall supervision, direction, coordination and evaluation of the shipping/receiving clerks, and company driver. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems. Carries out supervisory responsibilities in accordance with NEL's policies and applicable laws.

### **Minimum Qualifications:**

Education: High school diploma or GED equivalent.

Experience: Two (2) years shipping/receiving experience.

Other: Valid driver's license and insurable.

Demonstrate leadership qualities and have the ability to schedule and delegate responsibility to others.

Must possess good computer and customer relation skills.

Able to operate powered industrial trucks.

Must pass pre-employment physical to include vision, grip strength testing and lift 40 lbs. to chest height.

Background Screening will be completed.