

**East Bay Tire Co.
Job Description**

Position Title: Logistics Shipping Supervisor

Reports To: General Manager / Logistic Manager – Wholesale Division

Rate: \$18 - \$20, non-exempt / swing shift schedule

SUMMARY

The Warehouse Shipping Supervisor will be responsible for overseeing and managing all aspects of the warehouse outbound functions.

RESPONSIBILITIES

- Responsible for all Navision entries related to warehouse movements out
- Create and process return orders to include the put away documentation.
- Covering for Corporate logistic manager when necessary
- Handle all aspect of any adjustment tires we have including credit to the customers
- Schedule any required maintenance for our route trucks
- Post all orders going on the route trucks for delivery the night prior to shipment
- Learning all aspect of our logistics department including inventory control and receiving
- Keep records on the fuel logs for our company vehicles
- Route trucks, ensuring that orders are processed in a timely & efficient manner via tires getting pulled & loaded on trucks/containers
- Ensure that all paperwork is documented correctly
- Responsible for maintenance and clean up of the facility
- Assist in conducting / reconciling inventories as required
- Responsible for all aspects of managing a staff of Warehouse Technicians and Drivers to include:
 - Ensure high levels of productivity
 - Performance reviews / addressing & documenting performance related issues
 - Payroll/timecards for EBT and temporary employees
 - Reporting and documenting any disciplinary issues with staff
- Responsible for employee safety training, meetings, and maintaining a safe working environment
- Identify bottlenecks and implement solutions that increase the efficiency of the warehouse workflow

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- HS Diploma or GED equivalent required
- Must have minimum of two years experience as leader/manager in a warehouse/logistics capacity
- Strong organizational, time management, and problem solving skills
- Ability to interact with all levels of the company and public in a professional manner
- Must have a valid CA driver's license and clean driving record (must be insurable)
- Forklift and clamp truck experience required (Operator's certification a plus)
- Proficiency with Microsoft Office programs (Word & Excel - intermediate) as well as inventory systems
- Must have previous LTL carrier, UPS and FedEx shipping experience
- Able to lift a minimum of 50 pounds
- Must have strong attention to detail and accuracy
- Must have good communication skills
- Ability to work under high pressure situations
- Must be able to delegate work
- Ability to meet deadlines, multi-task, and work independently on tight deadlines with multiple priorities