



America's premier innovator, designer and manufacturer of high-performance wire and cable with a 60-year history of providing solutions to the toughest problems in the world's most extreme environments. We excel at developing customized products, utilizing our cross-linked irradiation technology, that meet power, signal, and data transmission needs—no matter how demanding the challenge—while exceeding standards for quality, durability and safety.

Shipping/Receiving Supervisor

Position Summary/Objective

The Shipping/Receiving Supervisor oversees daily operations of Shipping and Receiving, recommending, and implementing improvements to the operation and processes used in Shipping and Receiving. This position is responsible to ensure shipments are scheduled and picked up appropriately to support monthly goals, working closely with other departments such as Sales, Operations and Quality to effectively communicate and achieve on-time deliveries to customers.

Essential Functions

- Review reports daily for order releases.
- Release pick lists for orders due daily.
- Oversee the selection of carriers based on cost, service quality and customer requests.
- Manage customer complaints related to transportation by ensuring carriers are advised of any issues and requiring the carrier provide corrective action that CCC could present to our customer, if requested.
- Process freight claims for damages
- Arrange and support transportation of material between Vermont and Texas
- Perform cycle counts per Champlain Cable procedures for accurate inventories in both raw material and finished goods.
- Supervise raw material distribution to ensure machines stay running by supplying constant flow of materials to production floor; utilize “first in – first out” and ensure consignment programs are administered accurately
- Interactions between internal stakeholders such as Sales, Operations, Quality, Engineering and Supply Chain
- Monitor inventory levels of the spool, pallets and drums and order appropriate quantities to support production
- Identify opportunities for improvement within Shipping and Receiving; drive to implement change and process improvements; provide regular reporting updates on improvements.
- Arrange and support international shipments.
- Participate in the selection of carriers based on cost, service, quality and customer requests. Ensure and maintain a safe working environment for all employees.
- Specific duties and responsibilities outlined in the environmental management system manual, including but not limited to:
 - Perform job in a compliant and environmentally safe manner.
 - Follow all facility environmental policies and procedures.
 - Engage in continual improvement efforts to reduce environmental impacts.
 - Report all environmental incidents or concerns to EHS manager.

Competencies

Equal Opportunity Employer

- Supervisory skills
- Teamwork
- Effective Communication
- Axiom Proficiency

Supervisory Responsibility

This position is responsible for hourly employees in these areas for adherence to attendance, performance and company policies and procedures.

Physical Demands

- Must be able to lift and/or move up to 50 pounds at times.

Position Type and Expected Hours of Work

This is a full-time position, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel required.

Education and Experience:

- Bachelor's degree in material management or business or 3-5 years of supervisory experience, preferable in a manufacturing environment