

Attention National Guard Members, Veterans and Transitioning Military:

To apply for this position visit <http://casy.msccn.org/JobSeekers/CreateAccount.html> and Login or Register. Click on "Search Openings". Enter the Req # listed below in the "Auto req ID" field to search for the corresponding position.

\*Military Spouses\* may apply by logging in or registering here: <http://msccn.org/JobSeekers/index.html> Click on "Search Openings". Enter the Req # listed below in the "Auto req ID" field to search for this position.

Search for Req #: 161480BR - Receiving Supervisor - Florence SC

This position is open until filled.

**JOB DESCRIPTION:**

Manages, motivates and leads Receiving, and material handling personnel. Responsible for ensuring the warehouse is organized and orderly on a daily basis.

Responsible for all miscellaneous Receiving paperwork.

Responsible for all environmental paperwork.

Responsible for managing inventory of cores where they are process within 90 days.

Responsible for all shipping of all non-conforming material out of the area weekly.

Maintains the customer route sheet. Maintains receiving board.

Prepare and print daily inbound sheets.

Must be able to file receiving paperwork accordingly.

Maintains the receiving logs daily and work with core group on discrepancies.

Reconcile employee time cards using Kronos.

Apply Corrective Action process for non-conformance.

Ensures each part and packaging type has a location and is properly labeled.

Any other duties as assigned by the department manager or supervisor.

Ensures daily cycle counts are completed, verified, and turned into materials analyst.

Additional Responsibilities Participates in physical inventory activities as assigned.

Leads/ Initiates CI activities related to OT, Labor, and Quality Improvement initiatives.

**SUPERVISORY RESPONSIBILITIES:**

This position will supervise other associates.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in Logistics related field is preferred; equivalent experience will be considered.

Degree and 1 year minimum experience, or 2 year degree and 6 years minimum experience, or equivalent experience will be considered.

ISO 14001/ SOX/ TS 16949 Awareness.

MFG Pro/QAD (BES) experience is preferred.

Supervisory/ Management experience is preferred, especially in a Union Environment.

Intermediate or higher MS Office (Excel, Word) experience required.

Other training as defined on the Classification Training Matrix.