



**Job Title: Shipping & Receiving Manager**

**Job Description:** Position supervises and coordinates activities of the department. Directs the efforts of shipping personnel and local delivery drivers.

**Location: Libertyville, IL**

**Job Responsibilities:**

- Prepare bills of lading, packing lists, shipping labels and other necessary paperwork
- Coordinate shipments with carriers
- Load and unload trucks
- Complete shipments using Vantage ERP system
- Packaging material ordering
- Packing of parts to ensure safe transport
- Review freight invoices for accuracy
- Oversee company vehicle inspections, scheduling repairs when necessary
- Perform duties in conformance to policies and procedures
- Confer with other department managers to ensure on time delivery schedule
- Ensure correct shipment of orders and accurate counts on incoming materials
- Maintain raw materials and finished goods in warehouse. Keep clean and organized

**Qualifications:**

- Minimum high school graduate and 5 years of experience managing a shipping & receiving staff
- Communication proficiency
- Technical capacity
- Strong leadership and organization skills
- Adhere to company safety policies
- Forklift operation necessary
- Proficient with Microsoft Windows and MRP systems
- Familiar with international trade
- Frequent lifting upwards of 50 lbs.

We offer a highly competitive benefits package and a competitive pay based on experience. For consideration, please submit resume to:

[dbay@piperplastics.com](mailto:dbay@piperplastics.com)