

Shipping and Receiving Manager

Company Overview:

Mearthane Products Corporation (MPC) is a privately-owned global technology leader in the development and manufacture of advanced polyurethane components, headquartered in W. Cranston, RI, with additional facilities in E. Cranston, RI, Woonsocket, RI, Bay City, MI and Winchester, VA. MPC was founded in 1965 in Rhode Island, and has continuously operated since that time. Building on over 50 years of experience, MPC partners with customers to develop innovative solutions to their most difficult manufacturing challenges using our specialized polyurethane technologies. We offer a collaborative, team-oriented work environment where you can develop your skills and career in a dynamic setting.

Job Summary and Responsibilities:

MPC is seeking a full-time Shipping and Receiving Supervisor to join our team. Responsibilities include overseeing and documenting the receipt of packages and supplies and preparing items for shipment within the US and Internationally. The ideal candidate has strong attention to detail while managing the logistics of a high volume of items entering and leaving the facility.

Required Competencies:

Occupational Competencies

- **Perform multiple tasks at the same time:** Experience with executing multiple tasks at the same time, being aware of key priorities.
- **Track shipments:** Familiarity with tracking and tracing all shipment movements on a daily basis by utilizing information from tracking systems and proactively notifying customers about the location of their shipments.
- **Ensure customs compliance:** Knowledge of compliance with import and export requirements in order to avoid customs claims, supply chain interruption, increased overall costs.
- **Communicate with shipment forwarders:** Experience in maintaining a good flow of communication with shipper and freight forwarders, who ensure a correct delivery and distribution of goods.
- **Create solutions to problems:** Familiarity with solving problems which arise in planning, prioritizing, organizing, directing/facilitating action and evaluating performance. Use systematic processes of collecting, analyzing information to evaluate current practices.
- **Manage staff:** Experience with managing employees and subordinates, working in a team or individually, to maximize their performance and contribution. Schedule their work and activities, give instructions, motivate and direct the workers to meet the company objectives.

- **Track shipping sites:** Knowledge of tracking the different shipping sites where packages arrive in order to maintain an efficient distribution system and on-time tracking systems for customers.
- **Freight transport methods and Carrier Management:** Knowledge of different modalities of transport such as air, sea, or intermodal freight transport. Experience with organizing the transportation of goods through which a product is conveyed to its buyer, through which a product is sourced from a supplier, including customs.
- **Adhere to organizational guidelines:** Knowledge of adhering to organizational or department specific standards and guidelines. Understand the motives of the organization and the common agreements and act accordingly.
- **Ensure regulatory compliance concerning distribution activities:** Assures compliance to all DOT safety and fleet regulations.
- **Computer Literacy:** Familiarity with utilizing computers, IT equipment and modern-day technology in an efficient way.

Foundational Competencies

- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Speaking:** Talking to others to convey information effectively.
- **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.
- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Preferred Competencies:

Occupational Competencies

- **Transportation software related to an ERP system:** Business management software to collect, manage and interpret data related to shipping, payment, inventory, manufacturing applied in transportation and distribution. Knowledge of UPS Worldship and FedEx Ship Manager software.
- **International commercial transactions rules:** Pre-defined commercial terms used in international commercial transactions which stipulate clear tasks, costs and risks associated with the delivery of goods and services.

Foundational Competencies

- **Management of Personnel Resources:** Motivating, developing, and directing people as they work, identifying the best people for the job.

- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Typical Activities:

- Supervise the activities of 3-4 team members engaged in receiving, storing, and shipping products or materials.
- Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.
- Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
- Collaborate with production control department, engineering project managers, as well as assembly and inspection departments to ensure all scheduled ship dates are met
- Work closely with production to arrange for prompt scheduling and on-time delivery of all outgoing shipments
- Schedule trucks for pickups and deliveries, both to vendors and/or customers.
- Ensure accuracy of all shipping and receiving documentation

Job Details:

- Primary work location is in Cranston, RI
- MPC offers:
 - Competitive pay and annual incentive plan
 - Health and dental benefits via Blue Cross Blue Shield
 - Flexible Spending Account (FSA) for out-of-pocket healthcare expenses
 - 401K retirement plan with company match
 - Company-paid term life insurance
 - Interactive performance/development plan and review process
 - Collaborative environment with direct access to leadership team and all aspects of company operations