



Job Description

Title: Shipping and Receiving Manager

Reports To: Director of Operations

- Responsibilities:**
- Work within the Polymer Culture of Teamwork that focuses on Safety, Quality and Productivity.
 - Receive product and conduct incoming raw material inspections per established procedure.
 - Ship product per established procedure, including stock rotation practices`.
 - Supervise and train Material Handlers.
 - Maintain inventory and materials in an orderly fashion.
 - Negotiate favorable shipping rates with carriers.
 - Perform / coordinate custodial, janitorial, and maintenance duties for offices, plant, buildings and grounds per GMP requirements.
 - Assist in stocking all production machines.
 - Shrink wrap and package pallets for shipping.
 - Advise the SQF Practitioner of any food safety and / or quality issues.
 - Ensure work areas are in conformance with Good Manufacturing Practices.
 - Ensure work activities are performed according to QMS, SQF System, and GMP procedures and requirements.

- Education and Training:**
- High school diploma or GED.
 - Warehousing and shipping experience
 - Tow motor experience
 - Able to follow directions.
 - Willing to learn new things and help others as requested.

Status: Salary – 65,000 per year

Stand-in: Director of Operations & Material Handlers