

	Number:
	Exempt
JOB DESCRIPTION	Department: Operations
Job Title: Logistics Supervisor	Issue Date: 04/09/2015
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SUMMARY:

Supervises and coordinates activities of shipping, receiving, and stockroom with emphasis on accuracy, timeliness, and service.

DUTIES AND RESPONSIBILITIES:

- Directs the daily stockroom activity for all functions, including prioritizing workload for job pulls. Monitoring the timely processing of incoming shipments and stocking the items in the warehouse. Maintains all kiting and shortage pulls to support manufacturing operations. Schedules all manpower requirements for shipping, receiving and the stockroom.
- Coordinates all requirements (within Shipping, Receiving, and Stockroom) of Customer Service department to meet customer requirements for delivery and accuracy of RMA's and shipments.
- Reviews shipping notices, bills of lading, invoices, orders, Customer Service requirements and other records to determine priorities, work assignments, and shipping methods required to meet shipping and receiving schedules.
- Ensure accuracy and timeliness of all inventory transactions and physical movement of materials from receipt to stocking, to distribution.
- Maintains accuracy of inventory by cycle count, physical inventories, and implementation of corrective actions.
- Oversees outgoing shipment activities to ensure accuracy, completeness and condition of shipments. Participates with Purchasing and Customer Service to reduce shipping expense through carrier contracts.
- Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.
- Develop procedures and train employees on stock transaction procedures and proper material handling.
- Maintains maintenance of vehicles, equipment, and material handling equipment by preventive maintenance and inspection for defects. Notifies maintenance personnel or contacts outside service facility for repair.
- Provides input for departmental budget and manages budgeted expenditures.
- Performs all normal supervisory functions, to include hiring, training, appraisal, counseling, and discipline.
- Actively participates in all continuous improvement activities in logistics.
- It is every employee's responsibility to be aware of and adhere to the applicable Safety & Health, Quality and Environmental Process of Plasma-Therm, LLC.

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SUPERVISORY RESPONSIBILITIES:

Positions which report directly to this one: Material Handler, Warehouse Clerk I, II and Warehouse Lead

QUALIFICATIONS:

- A.A. degree or equivalent from two-year College or technical school.
- Five to ten years related experience, with five years recent supervisory experience.

SKILLS AND ABILITIES:

- Ability to communicate effectively interdepartmentally, and externally with vendors, freight companies, and others.
- Ability to respond effectively and in a timely manner to departmental needs, focusing on customer service.
- Ability to compile reports and compose general business correspondence.

WORK ENVIRONMENT and PHYSICAL DEMANDS:

- The normal work environment is typical of a manufacturing stockroom.
- The incumbent is routinely required to sit, stand, walk, lift, climb stairs, touch, see, and hear.
- The incumbent must occasionally lift or move up to 50 pounds, and must be able to use material moving equipment such as hand carts, pallet jacks, dollies, or forklift.
- While performing the regular duties of the position, the incumbent may be exposed to heights.

Plasma-Therm LLC., is an equal employment opportunity employer, in accordance with applicable federal and state law for qualified employees and applicants without regard to race, religion, color, sex, age, national origin, sexual orientation, marital status, genetic information, or physical or mental disability, and, when requested and necessary, to provide reasonable accommodations for qualified individuals with disabilities. Qualified disabled veterans and veterans of the Vietnam era are also included under this policy.