

Shipping / Receiving Supervisor

Description:

As a Shipping /Receiving Associate at Crimson Cup Coffee & Tea, you will receive and process incoming shipments as well as pulling and packing orders for shipment. This is an 7:00 am – 5:00 pm Monday Through Friday position. Compensation will be at the going rate upon hire. You'll have the opportunity to earn benefits such as medical insurance, holiday pay, vacation pay, referral bonuses, free daily coffee & tea drinks and much more.

Qualifications:

- Strong work ethic and sense of urgency commensurate with same day and next day order fulfillment
- High School Diploma or working to complete it
- Strong focus on teamwork
- Attention to Detail
- Ability to read and process order pick lists and customer orders
- Ability to spend much of your day standing, walking, primarily on a hard surface
- Ability to lift up to 50 lbs.
- Ability to reach above shoulder height or below the waist while lifting to store materials throughout the work day
- Experience with food processing preferred
- Experience with Forklift preferred
- Customer focused and attentive to product quality and care of shipments
- Strong & clear communication skills
- Ability to lead by example
- Ability to create a positive work environment
- WMS (warehouse management system) experience preferred

Responsibilities:

- Receive, pack, unpack, store, distribute and record inventory materials and products used by the company. In addition, you will pick and pack orders and prepare them for shipment as well as observing all shipping and receiving
- Meet & exceed operational shipping / receiving metrics & KPIs
- Process customer orders for shipment
- Participate in Operational discussions to increase efficiency and decrease costs
- Cleaning and maintaining supplies
- Storing items in an orderly and accessible manner
- Performing additional duties as requested by management
- Managing schedules and workload