**MCC Toronto**

**Shipping Supervisor**

WORK LOCATION: 7540 Jane Street, Vaughan

EDUCATION:

* University degree or College diploma.
* Possess efficiency certification, such as Green / Black Belt, Lean, Six Sigma and 5S.
* Professional Warehouse Certifications.
* TDG certification.

EXPERIENCE:

* Logistics: 2-5 years
* Warehousing: 2-5 years
* People / Team Leadership: 2-5 years. Will manage a team of up to 20 team members.
* Intermediate Excel Skills
* Lift Truck Experienced
* ERP experience in SAP, PDMAIN

REQUIRED KNOWLEDGE:

* Strong work ethic and ability to be on your feet and conduct physical/manual labor.
* Strong attention to detail.
* Open to learning and coachable (Open to feedback, growth, and development).
* Ability to work well with others in a group, cooperate with others, offer to help when needed, and foster a team climate within the group where members are committed to a common goal.
* Ability to change or adapt work practices, priorities, or procedures, or to reschedule activities in response to changing conditions or multiple work demands.
* Ability to understand written material and ability to write using correct spelling and punctuation; strong mathematical skills for computing weight/dims/costs/etc.
* High Computer literacy with working knowledge of Microsoft Office suite of products and able to easily learn other programs (Carrier programs, Inventory Management systems)
* High energy, positive attitude, self-motivated with the ability to work independently without close supervision to meet department units and production needs.
* Ability to work overtime and off shifts as needed during crucial periods.
* Proven leadership, coaching and training skills.
* Ability to prioritize and establish goals to achieve department/company objectives and performance targets.
* Strong problem solving and analytical skills.
* Experience working with major carriers and warehouse/inventory systems.

JOB DESCRIPTION:

**Overview:**

* The Role of the Shipping-Receiver Supervisor will execute various functions alongside the team daily while also maintaining a holistic and strategic overview of the operations to constantly coach/grow and delegate to team members while optimizing processes to enable simplicity and greater levels of output. The Supervisor will own on-time delivery, inventory accuracy management, receiving done in a timely manner and enforce among team members.
* The role will also ensure all incoming and outgoing orders are scheduled as per standard company procedures in a timely manner and with clear and respectful communication between departments, clients, and vendors. This role will be require constantly learning, develop and growth to have a meaningful impact on the team and business and will focus on the following areas:

**People Management**:

* People management responsibilities include hiring strong team members, onboarding/training, driving accountability, planning/assigning responsibilities, team member reviews, addressing performance issues and resolving problems.
* Provide direction and coaching daily to team, with the goal of self-sufficiency and retention among team members.
* Inspiring the team and embodying core values in everything you do.

**Logistics Management:**

* Manages inbound and outbound scheduling, pickups and all requirements related to the receipt/release of goods, reconciliation, and claims.
* Oversee all outbound activities and requirements related to order-filling and shipping.
* Relationship management and negotiation with providers including Major and local Carriers, 3PLs and other logistics providers.
* Be subject matter expert in tariffs/duties related to exports and provide insights back to the team.
* Administer overall daily inventory management across multiple locations, ensure inventory health and productivity, accuracy, and implement loss prevention programs for accuracy.
* Responsible for supplies needed to reorder-Pallets and cardboard boxes.
* Providing Prompt, Courteous, and respectful responses to clients and vendors, resolving any issues and always delivering the best experience.
* Responsible for on-time delivery improvement for customers.
* Responsible for on-time Receiving.
* Responsible for expediting cost control & reduction.
* Update Weekly KPI log.
* Maintaining privacy as per company policies

Position available immediately.

To apply, please email Nancy Barrett at nancy.barrett@mcc-hvac.com

Mobile Climate Control encourages applications from all qualified candidates. Please contact Nancy Barrett at nancy.barrett@mcc-hvac.com or 1-905-482-2750 ext. 1266 or Cell: +1+647-405-6651 if you need accommodation at any stage of the application process or want more information on our accommodation policies.