

Logistics Supervisor

I. Job Summary:

Responsible for supervising Logistics Team and overseeing logistics activities, including receiving, warehousing and shipping, necessary to achieve accurate and timely shipment of customer orders. Work in combination with Customer Service, Purchasing, Technical Services and Management to ensure adherence to company specifications and achievement of customer satisfaction. Participating in and executing improvement projects.

II. Essential Job Duties and Responsibilities include, but are not limited to:

Logistics Supervision

- Direct and coordinate sales order processing and shipment activities
- Direct and coordinate material receiving and warehousing activities
- Plan Logistics resource requirements and training needs
- Provide input to Management pertaining to needs of Logistics Team

Inventory Management

- Coordinate and carry out cycle count efforts
- Coordinate inventory adjustments with Management

Customer Service & Purchasing Support

- Assist with resolution of customer issues

Quality Assurance & Control

- Ensure quality practices for logistics processes
- Ensure verification process of purchased products
- Work with Quality to resolve internal and customer issues in accordance with corrective action procedures

Operations Management

- Order consumable supplies and equipment as needed by the organization

III. Skills and/or Experience Needed:

- A minimum of 3 years experience in a supervisory capacity
- Ability to train and manage subordinates in an operations environment
- Previous experience as Logistics Clerk
- Ability to effectively communicate, verbal and written
- Basic computer knowledge: business management system and MS Office
- Proficient in inputting data
- Ability to work with management and other departments
- Conflicts resolution
- Knowledge of RF coaxial interconnect products

Language Skills:

- Fluency in English is required
- Additional languages are a plus

Reasoning Ability:

- Ability to listen and understand all company personnel
- Ability to effectively communicate operations status and issues
- Professional interpersonal skills

IV. Educational Requirements:

- High school diploma
- APICS certification, preferred
- Six Sigma Lean Green/Yellow/White Belt, preferred
- IPC-620 certification, preferred

V. Physical Demands:

- Standing: Regularly
- Sitting: Regularly
- Walking: Regularly
- Manual dexterity: Regularly
- Reaching: Frequently
- Climbing or balance: Frequently
- Talking/Hearing: Regularly
- Vision: Corrected 20/20 vision required
- Noise level: Moderate
- Lifting/Carrying: Must be able to lift 40 lbs.
- Work environment: Indoor (Warehouse)

Fairview Microwave, Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.