



## Job Description

Updated July 2021

**Title:** Shipping and Receiving Foreman

**Location:** Glendale, Arizona 85301

**Reports to:** Plant Manager

### **Purpose:**

Sto Corp. (Sto), a domestic and global innovation leader of building envelope systems and high-performance facades, is seeking a skilled **Shipping & Receiving Foreman**. The purpose of this position is to manage the daily operation of the Warehouse, Shipping and Receiving functions in the Glendale, Arizona Plant. This includes all resale, equipment and parts shipped and received for domestic and export business. The Shipping and Receiving Supervisor is responsible to maintain a safe, organized, clean, efficient, and cost-effective work environment, working towards continuous improvement.

### **Job Responsibilities (includes, but not limited to):**

- Supervises, coordinates, and participates in shipping, receiving, and warehousing and activities in the Glendale Plant. Organizes and assigns work to utilize available skills, knowledge and experience, labor hours, machinery, and tools to the best advantage to obtain most favorable costs, accuracy, and completeness. Develop team approach emphasizing the importance of all members. Focus on quality, accuracy, flexibility, open communications, etc. to show measurable productivity improvements and minimization of variation and claims reduction.
- Teaches and expects highest level of safety and organization. Establishes and maintains high standards for housekeeping. Develops safe work methods and procedures in compliance with applicable regulatory requirements. Ensures compliance to established practices. Leads by extreme example in this area and monitors crew performance. Manage the day-to-day business according to the approved Sto Corp. Quality System (ISO) and Environmental Management System (EMS). Uses Root Cause investigation and process improvement techniques to address issues proactively and fix problems permanently. Develop and adapt them as necessary for continuous improvement and to comply with the company strategic plan.
- Establishes and maintains the necessary documentation, practices, and training to support the Glendale Plant ISO QMS and EMS programs. Supports and participates in the organization's Continuous Improvement efforts.
- Communicates regularly with Customer Service and the Production Planner regarding consolidations, modifications, carrier issues and status of orders. Communicates with Production and Quality Assurance on timing of materials for shipment of orders. Pulls orders through the system.

- Completes training and maintains work instructions with shipping and receiving staff.
- Provides backup and staffing support as needed to cover vacations and illnesses. Requires the ability to do all jobs within the Shipping Receiving area as needed for backup. This position will also be trained to support and backup the plant buyer and scheduling activities.
- Works with Plant buyer to manage offsite storage of overflow materials and helps coordinate and complete shipments between the plant and the local overflow warehouse.
- Works with Plant Management and Product Management as needed on better and improved packaging methods.
- Ensures that all receiving, and shipping documents are received and closed in SAP in a timely manner.
- Participates on self-directed work teams as needed to improve and simplify processes and reduce bottlenecks and non-value-added activities.
- Develop and maintain Inventory management strategies including organization and staging of inventory and periodic cycle counting and end of year inventory counts.
- Performs other duties as needed.

#### **Education & Experience:**

- Associate's degree in Supply Chain Management, Operations Management, Business Administration, Logistics, or related discipline.
- Four – six years of relevant experience in Warehouse, Shipping and Receiving or Logistics, preferably in a fast-paced industrial manufacturing facility or equivalent combination of education and experience.
- Fork-lift operation experience.
- Experience in a Total Quality System environment is highly desirable.
- Experience working with ERP business systems (preferably SAP).
- Must be capable and willing to safely operate various types of powered industrial trucks.

#### **Knowledge/Skills & Abilities:**

- Direct supervision of a workforce of 4-6 people (including temporary staff). May eventually have to supervise a two-shift operation.
- Must be able to execute effective training and leadership.

- Excellent interpersonal skills and team building experience.
- Able to communicate effectively both orally and in writing.
- Excellent math skills required.
- Exceptional attention to detail.
- Strong organizational skills.
- Strong knowledge and proficiency in data software: MS365 (required).
- Should be experienced in processing shipments and receipts in an ERP (SAP and Docking Yard) system.
- Ability to operate forklifts and reach trucks in a tall rack and narrow aisle facility.
- Familiar with ALL OSHA & EPA practices and policies.
- Understand, practice, and enforce safe work practices related to respiratory protection, fork-lift operation, PPE, employee Right to Know, etc.
- Must be able to occasionally lift to 70 pounds.
- Must be able to allocate resources and plan work to meet customer commitments.
- Must establish proper job procedures and deal with performance and behavioral issues.
- Must be able to respond to customer requests in compliance with Sto Customer Service Standards responsibly balanced with good business practice.
- Self-motivated individual - desire to take the initiative.
- Ability to continuously multi-task.

### **Physical Demands:**

**The characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.**

- While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch; use hands to; handle, feel objects, tools, or controls; talk and/or hear.
- Occasionally required to sit.



- The employee must frequently lift and/or move up to 70 pounds and occasionally handle up to 100 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and differentiate colors.

**Work Environment:**

- Position is in a manufacturing and warehousing environment, requires heavy sustained lifting and standing.
- Requires the use of safety equipment as dictated by the work area such as, but not limited to, safety glasses and shoes, respirators, face shields, gloves, aprons.
- Work is almost exclusively inside and ambient conditions can be hot or cold depending on the season.
- Regularly exposed to moving mechanical parts, and occasionally to airborne particulates.

**To Apply:**

Submit your resume and cover letter to [Jobs@StoCorp.com](mailto:Jobs@StoCorp.com). Job ID: SRS