

# COWLES PRODUCTS

Cowles Products, a division of C. Cowles & Company, is located in the North Haven, CT and has an immediate opening for a qualified and motivated **Shipping Supervisor** to become part of our team.

**Summary:** Hands-on hands Supervisor, to take charge of a fast pace warehouse and light manufacturing.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Daily supervision of warehouse and production personnel
- Responsible for routine cycle counts and overall inventory accuracy
- Negotiate quotes for LTL, UPS and overall freight costs
- Manage and update RGA area
- Responsible for maintaining adequate inventory levels to fulfill orders on time
- Responsible for accuracy of shipments to all customers, including 100% fill rate.
- Maintain a safe, clean and organized warehouse
- Audit freight bills, resolve any issues with AP department and vendor
- Use Kanban card system to replenish WIP
- Follow established procedures to work with customer service, production, purchasing and General Manager in order to achieve budget and operational goals.

Day to day activities:

- Respond to questions from Customer Service; rate quotes, order info, etc.
- Pull Open Order Report, review day's shipments.
- Brief meeting with personnel re day's workload & priorities, any misc issues.
- Review Cycle Counts & Travelers for FG & RM, reconcile to system, investigate and resolve discrepancies.
- Maintain daily financial/shipping reports and production reporting
- Gather rate quotes on-line for day's LTL shipments.
- Submit Inventory Maintenance Request for deficits.
- Daily review and sign off on retail PL's to check for completion and accuracy before submitting for processing.
- Monitor trash and corrugated compactors, call for pick up when necessary.
- Monitor CHEP usage, report outbound to CTC on server, order pallets when necessary
- Create international shipping schematic
- Make daily schedules for Alloyed, and door edge packing.
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- Monitor and order routine department supplies.

This position is critical to the success of our company since we need experience, knowledge and flexibility to be able to work with employees and know how to do all the tasks in the warehouse to cover for unexpected absences or emergencies, but at the same time have the ability to communicate with management and peers.

**Qualifications:**

- At least 5 years plus in a logistics environment required
- 1-2 years of freight negotiation/cost control experience required.
- Strong background in inventory accuracy and cycle counts, as well as Kanban systems
- Experience and knowledge of LTL and UPS rates
- Highly organized individual to maintain and improve current process. Lean experience a plus
- Ability to communicate at all levels of the organization.
- International inbound and outbound experience.
- Experience with AS400 system
- Must have advanced Excel skills

**Compensation**

We offer a competitive salary with an excellent benefit package, including medical, dental, vision, vacation, paid holidays, life insurance, currently a 40% match up to 5% 401(k) plan, and more.

Please submit your resume by email to [personnel@ccowles.com](mailto:personnel@ccowles.com) or send to C. Cowles & Company, Attention Human Resources, 126 Bailey Road, North Haven, CT 06473 or fax 1-203-764-1713.

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