



Surfacing
Change

SHIPPING/RECEIVING MANAGER

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

GPA is currently seeking a full-time Shipping/Receiving Manager for our Chicago Distribution Center.

Primary Function:

- Manage the overall operations of the Chicago Shipping, Receiving and Warehouse to efficiently execute the processing of orders, inbound receiving, replenishment of inventory, and inventory management for a single shift distribution operation.
- Interact with GPA fellow management, customer service, sales, warehouse, and treatment personnel in an efficient, accurate and professional manner while performing warehouse responsibilities.

Essential Job Functions:

- Direct the efforts of the shipping and receiving associates, having an emphasis on safety, efficiency, cleanliness, and productivity.
- Work with the warehouse staff to inspect material on the shelves resulting in reorganizing or rotating material (to use the oldest lot first) to obtain maximum efficiency in processing of orders and maintaining FIFO. Update location changes in the system as the need arises.
- Work with the warehouse staff to identify common order issues; including problem orders, investigating missed shipments, and unfulfilled orders. Work with other department leaders and the VP of Operations to create company wide solutions to minimize these issues.
- Work with Receiving Associates to monitor the receiving schedule on a daily basis and coordinating manpower for the receiving and put-away of product. The receiving process must entail a trailer and product inspection.
- Research inventory inaccuracies and/or inform the operations group of adjustments as needed.
- Maintain revised and deleted orders by keeping in contact with Customer Service and tracking changes throughout the process.
- Ensure constant communication and follow up on the status of product coming from the Production Center to ensure timely shipment.
- Manage inbound claims shipments. Ensure that inventory is logged and reported to the claims coordinator through assigned warehouse staff.
- Ensure that paperwork is processed in a timely and accurate manner for outbound shipments and make sure all orders ship at day's end.
- Log daily shipping totals, including the number of orders and pounds moved.
- Review monthly performance and status reports generated for the warehouse. Discuss the results with direct reports in order to generate feedback and obtain suggestions for improvement.



- Ensure proper adherence and compliance with all operational policies and procedures.
 - Recruiting, hiring, training, and cross-training employees as required.
 - Train and develop direct reports through the use of documented and measurable job specific training as well as periodic and annual reviews.
 - Ensure that all warehouse employees accurately and efficiently execute the responsibilities detailed in their job descriptions.
 - Focus on the customer by accomplishing operational improvements and streamlining levels of service.
 - Serve as the department's safety leader by setting up trainings with vendors as needed, renewing lapsing certifications prior to expiration, serving as a train the trainer for certain trainings, monitoring safety compliance throughout the McCook Facility and serving on the company's safety committee.
 - Provide backup support to the warehouse staff as needed, including during busy times, periods of vacation and sick time.
 - Provide organizational support through email requests for stock checks, order inquiries, etc. as needed.
 - Conducting regularly scheduled department meetings to discuss pressing issues, product related items, or policy / process changes.
 - Maintain cleanliness of the department through the efforts of the entire department.
 - Supervise the maintenance of the department's machines by ensuring the operators are using and maintaining them appropriately, assisting them with troubleshooting issues, or placing service calls as necessary.
 - Keep up to date on requirements for implementing and monitoring safety measures throughout the warehouse.
 - Ensure all employees and machine operators are abiding by OSHA set standards.
 - Participation in and regularly monitor the cycle counting process
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Position Requirements:

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- High school diploma, or GED; some college preferred
- 8+ years of supervisory / management experience required.
- 10+ years of general warehouse experience required.
- Should have experience with LTL and small package shipping.
- Paper or Printing industry experience preferred but not required.
- Excellent verbal and written communication skills
- Excellent judgment (problem solving) and the ability to build trust and collaborative relationships with colleagues, customers, vendors, etc.
- Must be strongly process oriented.
- Must possess a strong sense of urgency and ability to use time effectively.
- Must possess strong leadership qualities, with a strong focus on employee performance.
- Strong computer skills including Microsoft Outlook, Excel, Word, ERP, etc.
- Wysis scan gun experience strongly desired.
- Work independently, with little direction.
- Strong Customer Service attitude both to internal and external customers.
- Works well under pressure and can operate successfully and a very fast paced working environment.
- Can work long hours constantly as desired.

Exceptional Attention to detail
We do not offer relocation



EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify