

Extra Packaging Corp.
736 Gloucester St. Boca Raton, FL 33487
TEL 800-872-7548, Fax 561-416-9545
info@extrapackaging.com www.extrapackaging.com

Job Title: Logistics Manager including Warehouse Supervisor, Inventory Management

Location:

Extra Packaging LLC
333 Hollenbeck Street
Suite 300
Rochester, NY 14621

Hours: 40/week; 9:00 – 5:00

Pay: TBD, Commensurate with experience

Benefits: Provided, after probationary period

High volume distribution company with warehouse & sales offices in numerous locations, seeking Warehouse Supervisor & Freight Coordinator to join a small team where he/she will be responsible for all matters related to shipping, receiving, both inbound and outbound, and inventory management at several locations around the country. In addition to shipping matters, this position will also supervise 2-4 warehouse team members who are physically handling the shipping and receiving daily. Position is available immediately.

Responsibilities Include:

Booking freight loads online;
Managing inventory over several locations nationwide;
Negotiating better discounts and rates with freight vendors;
Supervising warehouse employees to ensure smooth operations;
Resolving freight cost disputes and conflicts of paperwork
Hiring temps during times of increased workload;

Traits and Experience Desired:

Knowledge of QuickBooks, Excel, Outlook, and freight service provider websites;
Ability to type and navigate computer and internet with ease;
Problem solving;

Office to be located here:

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