Cornell Dubilier is looking for an organized and motivated Warehouse Assistant Supervisor to join our facility.  See below for the job description.

**Warehouse Assistant Supervisor**

* Reports to the Warehouse Supervisor
* Location – CDE, East Rodney French Blvd, New Bedford, MA

**PRIMARY PURPOSE OF POSITION:**

Provide assistance to the warehouse supervisor and cross trained to the other processes within the warehouse including warehouse supervision, shipping, and receiving.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**SUPERVISION**

* Prioritize the daily shipments and assign employees tasks throughout the day
* Ensure that the incoming shipments meet inspection criteria and free of damage
* Assist in pulling and packaging of product for shipment to ensure packaging guidelines for specific product and special customer requirements are meet those guidelines

**RECEIVING**

* Assist in the receiving department by breaking down cartons, matching to pick slips or manifests, and scanning product into the system

**SHIPPING**

* Assist in the shipping department by processing both international and domestic shipments
* Process shipments via freight carrier portals including UPS, FEDEX, DHL, etc.
* Arrange daily pickups with carriers

**PREREQUISITES:**

* 3-5 Years supervisory, inventory, shipping/receiving experience
* Strong organizational/planning skills
* Computer skills using Microsoft Office for updating and maintaining charts and for processing shipments into shipping portals
* Strong communication skills – verbal, written, and interpersonal
* Good math skills

**PHYSICAL/MENTAL REQUIREMENTS:**

* Ability to operate or learn to operate department equipment including but not limited to electric pallet jacks, hand trucks, electronic scales, forklifts, pallet wrapping machines, etc.
* Ability to learn part number configurations and knowledge of product
* Ability to lift 50 lbs.

**EDUCATION REQUIREMENTS:**

* High school or equivalent