

Shipping and Receiving Manager

[Robert B. Our Company](#) invites applications for a highly organized Shipping and Receiving Manager to join our dynamic and growing team. The Shipping and Receiving Manager oversees all aspects of material and equipment shipping and receiving, ensuring timely receipt, inspection, storage and dispatch of materials, tools and equipment. Working in collaboration with key staff, the Manager is responsible for maintaining accurate and adequate inventory to support projects and plans.

This is a hands-on position that requires exceptional organization skills and meticulous attention to detail. The Manager is expected to proactively assist with unloading deliveries, handle routine errands, and plan/prioritize work to improve efficiency and ensure compliance with all Company safety standards. The Manager is also expected to leverage technology to ensure the most effective and efficient shipping and receiving processes.

General Responsibilities

- Oversee and manage all aspects of material and equipment shipping and deliveries, using online inventory system to maximize tracking/efficiency.
- Receive, inspect and log incoming shipments and deliveries. Deliver shipment to respective requestors. Coordinate with suppliers, vendors, and internal staff to schedule, verify and ensure timely deliveries. Proactively communicate with stakeholders.
- Scan, label and store tools/equipment using HILTI (inventory tracking system). Tag and track assigned vehicles. Update inventory records accordingly ensuring accuracy of records.
- Issue tools as requested and track assignments using online tracking system. Ensure tools are returned in good working order.
- Coordinate returns and replacements for damaged or incorrect shipments. Work to resolve issues promptly.
- Maintain accurate records of all shipments and receipts, including documentation and inventory logs.
- Monitor inventory levels and reorder supplies/parts as necessary. Coordinate with vendors and suppliers for order placement and delivery follow up.
- Oversee and manage loading and unloading of trucks/deliveries in a safe and efficient manner, ensuring compliance with OSHA and company safety standards. As needed, coordinate with Fleet Manager and Yard Foreman on select deliveries.
- Conduct routine cycle counts to maintain inventory accuracy. Report discrepancies.
- Assist in identifying obsolete, excess or slow-moving inventory. Regularly consider overflow inventory use that is in the best interest of the Company.
- Prepare reports/logs on shipping metrics, inventory levels and related data.

General Qualifications

- Relevant experience in shipping/receiving, preferably in the construction industry.
- Knowledge of construction equipment, parts and terminology preferred.
- Proficient in Microsoft Office and inventory management software (i.e., HILTI).
- Exceptional attention to detail and organization skills.
- Strong communication, customer service skills and problem-solving skills.
- Valid MA driver's license in accordance with Company requirements.
- OSHA 10 certification required.
- Forklift certification required.

- Ability to work in a team-oriented environment as well as the ability to work independently with limited supervision.
- High school diploma or GED equivalent required.
- The position requires the successful completion of a background check.

The expected salary range for this position is \$21.69 - \$28.85 per hour. Actual salaries will depend on factors such as experience, skills, qualifications, education and other qualifications. Robert B. Our Company, Inc offers a comprehensive benefits package to eligible employees.

For over 60 years, Robert B. Our has been a leader in residential and commercial site and utility construction. As a family-owned company, we uphold a legacy of trust and integrity. Robert B. Our Company is located on picturesque Cape Cod and provides services to the local, surrounding communities as well as all of southeastern Massachusetts.

For consideration, please send a letter of interest and resume to hr@robertbour.com.