

## **Shipping Manager Job Description**

A well-established Aluminum foundry located in Chicago Heights is seeking an experienced Shipping Manager to join our team.

The Shipping Manger is responsible for the following:

- Managing all important and relevant documentation such as bills of lading, sales orders, customer purchase orders, setup sheets, etc.
- Scheduling shipments with outside freight companies and/or customers
- Maintain working relationships with freight companies
- Research & resolve customer shipment issues
- Prepare daily invoices from shipments
- Submit invoices to customers via multiple methods (email, mail, portal, etc.)
- Accurately account for finished goods when picked & shipped
- Work collaboratively with warehouse personnel to ensure a seamless shipment process for customer
- Report to management & sales team on activities and issues
- Create a shipment forecast of future orders
- Filing of customer invoices & orders
- Maintain housekeeping & cleanliness of work area as determined by supervisor

Requirements for the position:

- Minimum of 5 years' logistic experience as a Shipping Manager in a manufacturing setting
- Proficient knowledge in Microsoft Office products
- Proficient knowledge of working with an ERP system