

# Material Handling Management: Associate Manager, Material Handling

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Supervises employees who use a variety of equipment such as forklifts, conveyers, cranes, hand carts, and power trucks to move materials, parts, assemblies, and finished products or goods within a plant, office, or warehouse. Oversees the processing, packaging, and storage of supplies, materials, and equipment. May assist in selecting appropriate containers and wrapping methods for materials to be shipped or stored. Coordinates with engineers, shippers, carton manufacturers, and carpenters for special crating and packing requirements. Supervises employees who maintain records and check invoices/bills of lading. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Directs all phases of Assembly Stockroom functions, establishing policies and procedures to implement within the guidelines authorized.

## **Management Role**

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

## **Policy and Strategy**

Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.

## **Freedom to Act**

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

## **Impact**

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

## **Liaison**

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

## **Operations Involvement/Direct Work Involvement**

Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems. Supervises all functions related to shipping and receiving of all goods and equipment entering and leaving assigned locations. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Establishes, maintains, and supervises an effective Assembly Stockroom organization for the efficient operation of all assigned responsibilities, including the receipt, storage, kitting, issuance, and maintenance of inventory records for the Assembly Stockroom. Determines organizational structure, budget requirements, controls and manpower needs to meet Assembly Stockroom Department's objectives in a timely and cost effective manner.

## **Minimum Education and Experience**

High school graduate, college graduate preferred. 4+ years of professional experience in Material Handling, Stockroom, Inventory Control, or Shipping and Receiving areas.