



The Commercial Vehicle Group, Inc. (CVGI) is a global leader in commercial vehicle system solutions for the heavy-duty truck, construction, agricultural, industrial, marine, and specialty industries. We take pride in building products the same way that we've built our company – with commitment, strength and focused direction.

We're successful because we are committed to continuous improvement. We aren't afraid to take chances with modern processes that may improve the tried and true. We are immersed in technology in every market we serve. We're growing, penetrating emerging markets, and constantly in pursuit of innovation that will improve, shape, and define the future of the global commercial vehicle industry.

We are currently seeking an experienced **Shipping & Receiving Manager** at our Michigan City, Indiana Facility.

In this role, the incumbent will:

- Adherence to established safety policies, procedures and practices.
- Supports the organization's efforts towards continuous improvement.
- Supports the organization's goals and values.
- Demonstrates teamwork by collaborating with others to improve overall standards of performance and service.
- Responsible for daily industrial communications between shipping/receiving and all associate departments.
- Comply with and assist in development of ISO/TS procedures and policies.
- Manage and supervise finished goods inventory area for shipping.
- Collaborate with production on errors to find resolution.
- Ensure that all customer carriers are loaded correctly and depart on time.
- Utilization of daily reports to ensure 100% customer fulfillment and timely interface with operations and resolution in the event daily customer fulfillment is jeopardized.
- Responsible for updating system on all material location changes in warehouse.
- Ensure that all shipping documents are correct and error free.
- Ensure material receipts are correct and completed timely.
- Oversee prompt receipt of incoming priority parts.
- Ensure all customer shipment portal documents are kept updated.
- Ensure timely document filing / storage.
- Analyze material handling, storage, and incoming receipt errors.
- Collaborate with material group on resolution.
- Coordinate over-seas shipments with customs brokers and forwarding companies.
- Coordinate expedited late shipments with Corporate preferred logistic carriers.
- Prepare custom document and Invoices for international shipments.
- Monitor all expedited shipment costs with discretion.
- Submit/oversee pick up information on customer/carrier portals as required.
- Responsible for assuring time sensitive submittals are done.
- Oversee maintenance for customer routing guides, destination master file remarks, Q-manager, etc.
- Monitor employee performance.
- Other duties as assigned or requested.

Requirements:

- High school diploma or GED required.
- Familiarity with a variety of the field's concepts, practices and procedures obtained through 2 – 5 years of previous shipping and receiving experience.
- Knowledge of Microsoft Office Products (Outlook, Word, Excel, etc.); Oracle or similar business operating system is preferred.



- Strong supervisory management skills obtained through previous supervisor/manager positions in shipping/receiving, warehouse or manufacturing environment.
- Able to identify and resolve problems in a timely manner or develop alternative solutions.
- Present numerical data effectively and accurately.
- Show respect and sensitivity for cultural differences.
- Promote a harassment-free environment.
- Work with integrity and ethically.
- Follow the company's policies and procedures.
- Prioritize and plan work activities to use time efficiently.
- Ask for and offer help when needed.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one or small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- While performing the duties of this job, the associate is required to use hands and arms to finger, handle, reach, grasp, or hold.
- The associate is regularly required to stand and walk and occasionally required to sit, see, talk and hear; occasionally lift and/or move up to 40 pounds without assistance is required.
- While performing the duties of this job, the associate will regularly be exposed to material moving equipment such as fork lifts, etc.
- The associate may frequently experience variations in temperature, may occasionally be exposed to the manufacturing environment- which can be dusty, and encounter a noise level in the work areas that can vary from moderate to loud.

Sponsorship is not available for this position at this time.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday and vacation time off.

Resumes may be submitted as directed below. Include the job title in all submissions.

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Commercial Vehicle Group, Inc. is an equal opportunity employer and makes employment decisions without regard to race, gender, disability or protected veteran status.