



GRAHAM ENGINEERING

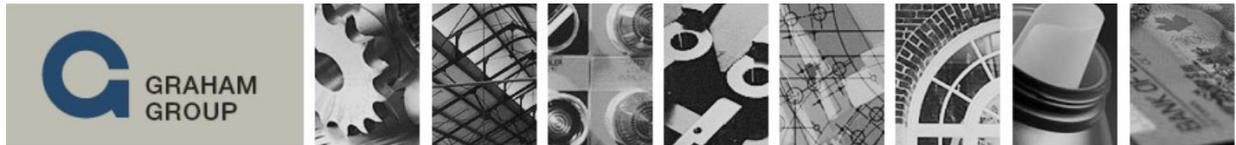
## JOB DESCRIPTION

**Date:** October 2018  
**Title:** Warehouse Supervisor  
**Reports to:** Supply Chain Manager  
**Location:** York, PA  
**FLSA Classification:** Non-Exempt

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### Background:

Graham Engineering Corporation truly is a convergence of leading technologies, people & capabilities in extrusion.



Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion.

About Graham Group ([www.grahamgroup.com](http://www.grahamgroup.com))

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### A Company with Three Strong Brands:



#### **The global standard in wheel & industrial extrusion blow molding solutions™**

With more than 400 solutions installed in customer locations in 20 countries, Graham Engineering Corporation (GEC) is the global standard in wheel & industrial extrusion blow molding solutions. GEC technology is known worldwide for quality, reliability, and productivity. GEC offers package design, development & plastic processing expertise along with monolayer, multilayer & barrier extrusion blow molding equipment & technology upgrades. With the flagship Graham wheel, leading accumulator head technology & bottle machinery, GEC systems produce billions of plastic containers of all shapes & sizes, industrial & automotive parts each year.

About GEC ([www.grahamengineering.com](http://www.grahamengineering.com))

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GRAHAM ENGINEERING



**The preferred provider of engineered solutions for plastic, rubber & silicone extrusion™**  
*Custom is our standard™*

Specialized in solving customer challenges, American Kuhne (AK) is the preferred provider of engineered solutions for plastic, rubber & silicone extrusion. AK solutions comprise standard and custom single screw extruders, feed screws, extrusion systems & specialized turnkey systems for medical tubing, laboratory, narrow web, pipe, tubing & profile systems. Beginning with the customer’s application & applying decades of processing expertise along with in-house screw design, each AK solution is designed to meet exacting specifications. It is then manufactured & tested by an experienced team of professionals & supported throughout its life with parts & service.

About American Kuhne ([www.americankuhne.com](http://www.americankuhne.com))



**The global standard in high performance sheet extrusion solutions™**

Welex is the global standard in high performance sheet extrusion solutions. With over four decades of leadership, innovation and performance, Welex leads the industry with solutions installed in more than 3,000 customer locations in 69 countries. Welex innovations include co-extrusion and multi-layer methods that lead the industry as well as dozens of barrier lines installed globally. Each Welex solution is designed, manufactured, commissioned and supported throughout its life by an experienced team of professionals. Welex continues to evolve its solutions in an increasingly competitive global market creating a new standard by reducing capital and operating costs, resulting in accelerated return on investment with a trusted brand.

About Welex ([www.welex.com](http://www.welex.com))

**Current Products:**



- Extrusion Blow Molding
- Rotary Wheel
- Shuttle & Shot Pot
- Accumulator head



- General purpose extruders
- Medical tubing solutions
- Screw design



- Sheet extrusion solutions
- Multi-layer & barrier





## Position Summary:

The daily supervision of all warehouse functions and personnel at Graham Engineering to include, but not limited to; Shipping, receiving, staging of parts and support to the production and inside sales team.

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## Essential Duties & Responsibilities and Priorities:

- This position is responsible for final shipment of all manufactured machinery, supervising all shipping and stockroom functions, as well as assisting overseeing off-site inventory levels and assisting project management in ensuring timely issuance to work orders.
- This position is responsible to ensure that all parts and materials are stored, located and delivered to work locations according to production schedules. In addition, this position is responsible for all incoming and outgoing freight.
- Oversee and coordinate the daily warehousing activities. You will implement production, productivity, quality and customer service standards and achieve the appropriate level of volume within time limits. The goal is to ensure that daily operations meet and exceed daily performance expectations and to increase the company's overall market share.
- Responsible for overseeing all aspects of the inventory, including receiving, shipping, min./max levels, cycle counting, etc.
- This position is responsible for the shipping of all spare parts, sample products and for receiving parts, unloading trucks, and maintaining files in the warehouse. It is also responsible for delivering parts and the safe movement of parts and raw materials through various departments on the shop floor.
- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Responsible for setting shipping standards in order to safely ship all equipment.
- Responsible for all aspects of the tear down procedures and maintains shipping checklist to improve efficiency of shipping.
- Responsible for shipping Marketing/Sales show booth and equipment as required
- Ensures the lowest cost of contractors for shipping while maintaining an effective level of quality.
- Delivers supplies and equipment to departments by receiving and transferring items in Visual system.
- Selects and coordinates the freight carriers used and negotiates th discount rate schedules and audit compliance to these schedules.
- Coordinates the picking, packing, loading, and shipping of all outgoing spare parts and machine shipments.
- Insures all domestic and international shipping documents are properly completed and filed.
- Ensures all spare parts and machine shipments are scheduled and shipped on time.
- Ensures all materials and parts received are entered into inventory daily.
- Prepare all LTL or express freight bills and customer labels for LTL shipments utilizing TLX portal.
- Prepare all invoices and international documents for any shipments that are not created on a sales order, or requires documentation for a specific country's regulations
- Post or issue all inventory parts shipments. Maintain inventory levels of packing materials. Maintain accurate pack list files
- Receive and record all incoming parts into computer and check for accuracy against purchase orders
- Unload all materials and parts from trucks, tags materials and parts, and distribute to the appropriate area or department



- File and forward all required shipping documents to accounting

### **Warehouse/Inventory**

- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Manages the off-site storage of parts and ensures timely deliver to and from the manufacturing locations.
- Monitors all inventory maintained in overflow area.
- Ensures the timely delivery of parts and equipment stored at off-site locations.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
- Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Secures warehouse by turning alarms on; testing systems.
- Responsible for the overall supervision and coordination of the stockroom and inventory security.
- Expedite upcoming parts to ensure parts are available to meet production demands
- Coordinate "return parts" from assembly floor after each sub-assembly is completed
- Responsible for moving raw materials and parts from the inspection area and stockroom to assist in the production process

### **Supervision**

- Communicate job expectations and coach employees
- Determine staffing levels and assign workload in conjunction with Supply Chain Manager.
- Maintains cost effective management of contractors aiding in the shipping of all equipment.
- Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.

### **General**

- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments
- Maintains accuracy of computer inventory records.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes warehouse and organization mission by completing related results as needed.
- Interface with Accounting and Purchasing to resolve issues relating to invoices and purchase orders
- Maintain good housekeeping and safety rules
- Operate company vehicles in order to transport inventory and mail to various locations
- All other duties as assigned



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## Job Qualifications include:

### Education

- High school diploma or equivalent

### Experience

- Minimum of 5 years of experience in a shipping and warehouse environment
- Experience in a manufacturing environment highly desirable
- Must be computer literate and able to adapt to new and changing systems
  - Experience in ERP system and Microsoft Office (Excel, Outlook, Word) required
- Knowledge of warehouse software packages and MS Office proficiency
- Proven warehouse supervisory experience
- Experience in and ability to work in fast pace environment while maintaining professional demeanor
- Attention to detail a must
- Must have excellent oral and written communication skills, negotiation skills and be team oriented
- Highly effective supervisory skills and techniques
- Ability to input, retrieve and analyze data
- Hands-on commitment to getting the job done
- Proven ability to direct and coordinate operations
- Experience in international shipping a plus
- Strong organizational and time management skills
- Must be forklift certified
- Must be certified to prepare and ship hazardous materials
- Must be team oriented and customer driven
- Must have good interpersonal skills
- Must be able to prioritize and plan work activities, use time efficiently
- Regular and predictable attendance
- A Commitment to Graham company values is required

### Essential skills, behaviors:

- Must have a strong “safety first” mindset in all operations of the warehouse
- Must be team oriented and customer driven
- Must have good interpersonal skills
- Must be computer literate and able to adapt to new and changing systems
- Must be able to prioritize and plan work activities, use time efficiently
- Regular and predictable attendance

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**Direct reports:** All Warehouse Personnel

**Travel required:** Negligible

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## Dominant Physical Requirements & Essential Job Functions:



- While performing the duties of this job the employee is required to stand, walk, sit, use hands to handle or feel objects, tools or controls (consistently); Must also be able to reach with hands and arms, climb stairs, keep balance, stoop, kneel, crouch or crawl (intermittently); Also must be able to communicate effectively with vendors, visitors, and employees (consistently)
  - The employee must lift and/or move up to 40+ pounds (occasionally)
  - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (consistently)
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