



Job Posting Shipping/Logistics Assistant

Department: Shipping

Job Title: Shipping/Logistics Assistant

Reports to: Logistics Manager

FLSA Status: Non-Exempt

Location: Monongahela, PA

COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

OVERVIEW

The Shipping/Logistics Assistant is responsible for leading and controlling activities assigned to the department to ensure order selection and related shipping functions are performed in an effective manner while monitoring work processes and environmental concerns to ensure the safety of all employees.

ESSENTIAL FUNCTIONS

- Execute established processes/procedures, identify improvement opportunities, reduce expenses where possible
- Manage fleet by monitoring and scheduling trucks for repairs and maintenance
- Provide quotes for transportation rates as requested
- Responsible for making timely, accurate traffic decisions for all shipments including imports and exports
- Complete all necessary paperwork needed for shipping
- Determine/utilize necessary resources to maintain/increase on-time shipments
- Analyze shipment requirements and select proper carrier/forwarder to meet all customer order requirements
- Coordinate with carriers to track and trace shipments as required
- Assist and coordinate closely with all internal departments, Customer Service, Buyers, Accounting, Production, and Drivers
- Partner with Safety /Environmental Managers to ensure compliance with internal and external requirements
- Monitoring work hours, manpower, work assignments including expediting material
- Providing leadership and motivation to hourly team members to generate ideas and implement solutions
- Communicating with team and other functions to solve problems in a standardized way
- Continual monitoring and auditing of standardized work processes and documenting deviations
- Ensuring all procedures and processes are followed when packaging and delivering products
- Lead process continual improvements to meet department goals, quality, and cost objectives within the Shipping Department

EXPERIENCE & COMPETENCIES

- 2-3 years of related experience, preferably in a manufacturing/warehouse setting
- High School diploma or equivalent required, Associates degree preferred
- Competitive drive
- High energy/enthusiasm
- Possess excellent judgment and decision making skills
- Ability to multi-task
- Career-minded individual
- Effective verbal and written communication skills
- Possess strong PC skills in Word and Excel
- Capacity to effectively plan workload and staff assignments

How to Apply: email resume and salary requirements to careers@dmicompanies.com