

POSITION PROFILE

Summary:

This management position is accountable for planning, organizing, staffing, leading and controlling shipping activities necessary to support the delivery of the Phantom Experience to our customers. As a key member of the Phantom team, the Shipping Manager will provide leadership in the achievement of corporate and departmental goals, consistently demonstrate and encourage in others the organization's core corporate values and champion Phantom's overall strategic vision.

The Shipping Manager is accountable for all aspects of warehousing, pick, pack and ship activities for both domestic and international delivery of customer orders.

Reporting Structure:

Other positions reporting to the Operations Manager are: Manufacturing Engineering Manager, Production Manager, and Materials Manager. Positions reporting to the Shipping Manager are: Team Lead(s), Small Parts Picker(s), Shipping Assistant(s), Shipping Coordinator(s), and Shipper(s).

Position Responsibilities:

(Include, but are not limited to, the following)

- Safety and HR for the department: communication, supervision and employee experience
- Planning & Organizing: department strategies and tactics, budgeting, projects and scheduling
- Transportation Suppliers: evaluation, negotiation, selection, performance and relationships
- Finished Goods Warehousing: physical requirements, staffing, practices, transactions and records
- Material Handling: physical requirements, staffing, and practices required for department activities
- Picking, Packing and Shipping: physical requirements, staffing, practices, transactions and records
- Pursuit of Operational Excellence: continuously improving the demand driven flow of customer value
- Other duties as assigned

Further, this position will collaborate with other departments on efforts such as supporting customers, launching new product, implementing best practices and carrying out activities in the best interest of the organization.

Corporate Values:

At Phantom Screens we value all of our employees. We are committed to providing a safe and harmonious work environment and all employees are required to help us achieve this by supporting our core values.

Position Requirements:

- General: customer focused, flexible in work schedule, committed to self-development
- Leadership: lead by example, develop, coach, mentor, motivate and support
- Strong Communication Skills: verbal and written English, non-verbal, internal and external facing
- Strong Technology Skills: MS Windows and Office programs (especially Excel), ERP systems and typing

Certificates / Licenses / Permits:

Travel may be required therefore:

- Class 5 (or higher) Driver's License (with acceptable Driver's Abstract) and access to an insured vehicle
- Ability to travel internationally as required (Passport without travel restrictions)

Academic Requirements and Work Experience:

- Completion any of the following post-secondary education (or equivalent): Degree or diploma in Supply Chain Management, Operations Management, Business Administration and/or related discipline
- Achievement of any of the following designations are desirable: CITT-Certified Logistics Professional (CCLP), Certified International Trade Professional (CITP), Certified in Logistics, Transportation and Distribution (CLTD), Certified Customs Specialist (CCS), Lean certification, Six Sigma certification
- Minimum ten years of warehouse, shipping and logistics management experience preferably in a manufacturing setting, including minimum of five years in a leadership role. An equivalent combination of education and experience may be considered.