



Inbound Shipping and Receiving Manager

Overview:

The primary function of the Inbound Shipping and Receiving Manager plays a key role in supporting our Purchasing Department to get competitive quotes for all inbound freight shipments. Secondary responsibilities include, monitoring shipments in transit, working with the receiving department to schedule, breakdown, and audit inventory.

Job Tasks and Responsibilities:

- 1) Support the Purchasing Department to get competitive quotes for all inbound freight shipments.
- 2) Negotiate, book, schedule shipments, and log data into Microsoft CRM.
- 3) Monitor all shipments in transit to FOB (Place of Destination).
- 4) Manage and work with the Receiving Department to schedule and breakdown, audit, and physically put equipment into an inventory location.
- 5) Enter received equipment into the Fishbowl inventory software and receive product against a purchase order.

Skills and Experience:

- 1) Freight industry and/or working with arranging parcels, freight and working with 3PL companies.
- 2) International shipments
- 3) Experiencing working in the IT Hardware industry
- 4) Proficiency with Microsoft Office Software (Outlook, Word, and Excel)
- 5) Excellent communication skills and the ability to work with others.
- 6) Ability to work in a fast-paced environment, multi-tasking and quick learner.
- 7) Fishbowl inventory software experience a plus
- 8) Microsoft Dynamics CRM experience a plus
- 9) Ability to Manage a small group or Team Leader
- 10) Strong attention to detail
- 11) Bilingual english/spanish is a plus, but not required