

Elvio Mancebo

Warehouse Manager - Penn Jersey Paper

Norristown, PA - Email me on Indeed: indeed.com/r/Elvio-Mancebo/62512892cee11b64

A challenging and rewarding position in industrial engineering, logistics, or warehouse operations with a growing and forward-thinking company.

WORK EXPERIENCE

Operations Manager

Penn Jersey Paper - Philadelphia, PA - February 2016 to Present

- Supervise and oversaw 52 employees
- Plan, Direct, organize and improve work flow
- Maintain Quality Control via AX Software/Voice Collect
- Analyze, create & generate expenditure reports
- Inspect and redeem all new materials
- Created a team spirited atmosphere through implementation of employee incentives.
- Establish and maintain operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, maintenance of inventories and salvaging of damaged materials.
- Ensuring housekeeping standards are met on a daily basis.
- Provide appropriate reporting as required

Department Manager

Family Dollar Distributions - Front Royal, VA - May 2011 to February 2015

- Manage 3rd shift Receiving/Forklift/Inventory control, includes 2 Supervisors and up 100 indirect hourly associates.
- Manage a full-service department of 3 Supervisor and 100 staff hourly members encompassing Bulk, Shipping, and Forklift.
- Ensuring housekeeping standards are met on a daily basis.
- Forecast and manage production levels for DC's five main departments (Bulk, Shipping, Forklift, Receiving and Repack). Ensure all operational performance measures (quality, quantity, cost, etc.) are met.
- Achieve maximum customer service by ensuring compliance with quality standards
- Troubleshoot operational issues and take corrective action to ensure standards are met.
- Establish and maintain operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, maintenance of inventories and salvaging of damaged materials.
- Select, train, develop and maintain appropriate staff to meet daily and future operational goals. Develop management team through active development planning and performance management programs. Provide frequent feedback, counsel and advice to team members and associates as appropriate.
- Ensure appropriate cross-departmental communication occurs ensuring that policies and procedures are clearly understood and followed and that operational objectives are met.
- Develop and maintain safety programs including appropriate training, communication sessions and emergency drills fulfilling all OSHA requirements and ensuring the safety of all personnel.
- Evaluate security and physical condition of the Distribution Center to ensure compliance with regulatory requirements.
- Provide appropriate reporting as required

Operations / Warehouse Manager

Kimaya USA Inc - Secaucus, NJ - February 2010 to April 2011

- Manage a full-service department of 30 staff members encompassing Shipping & Receiving, Pickers and Packers.
- Reduce costs and equipment functionality in a multi-shift manufacturing environment.
- policies and procedures
- Interview, hire, train and dismiss personnel; performed evaluations and decided on salary increases and promotions; enforced OSHA regulations as required.
- Research and negotiate trucking/carrier bid contracts based on costs and point-to-point destination procedures resulting in a 50% cost reduction.
- Responsible for inventory control, maintenance, track and report incidents of damaged product for CFO's review
- Keep equipment including company vehicles operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs
- Ensure compliance to all GMP's, SOP's and company policies.
- Double check and verified tracking numbers for out bound and inbound shipments
- Coordinated and Planning for daily task and weekly output
- Generated documents and reports to analyze accurate transactions
- Stored and shipped items according to establish protocol and procedures
- Created a team spirited atmosphere through implementation of employee incentives.

2nd Shift Supervisor

MechoShade Systems - Edison, NJ - September 2008 to February 2010

- Manage a full-service department of 15 staff members encompassing Shipping & Receiving, Assembly, Pickers and Packers.
- Reduce costs and equipment functionality in a multi-shift manufacturing environment.
- Track and report incidents of damaged product for senior management review.
- Ensure compliance to all GMP's, SOP's and company policies.
- Double check and verified tracking numbers for out bound and inbound shipments
- Addressed complaints and resolved problems
- Coordinated with Production and Planning for daily task and weekly output
- Stored and shipped items according to establish protocol and procedures
- Created a team spirited atmosphere through the floor.

Warehouse Lead

Church & Dwight/Arm & Hammer - North Brunswick, NJ - August 2007 to September 2008

- Pull and scan orders using WMS/SAP
- Inspect all orders before shipping
- Cover receiving area when receiving supervisor was absent
- Inspects orders before shipping, write then up and load into trailers.

Warehouse Shipping and Receiving Manager

Hoboken Floors - East Brunswick, NJ - January 1998 to November 2007

- Supervise and oversaw 20 employees
- Maintain Quality Control via AS400 Software
- Analyze, create & generate expenditure reports
- Inspect and redeem all new materials
- Schedule in-coming deliveries

EDUCATION

Business Management

University of Phoenix/Axia College

Lincoln Technical Institute - Union, NJ

2000 to 2001

Associates in Business Management

Essex County College

September 1997 to May 1999

High School Diploma

Weequahic High School - Newark, NJ

1993 to 1997

LINKS

<https://www.linkedin.com/in/elvio-mancebo-81a07176>

ADDITIONAL INFORMATION

Skills

- Experienced in: Microsoft Word, PowerPoint, and Excel
- Experienced in AS400 System, WMS catalyst and SAP
- Strong background in business documents and presentations
- Forklift License for Stand-up-reach Forklift, Cherry Picker, Seat Down Forklift