1. Enhanced operational efficiency and reduced labor expenses by developing and optimizing standard practices.
2. Performed root cause analysis in deficient areas to identify and resolve central issues.
3. Led associate focus groups and meetings to obtain suggestions, address concerns or issues and foster positive relations among team members and management.
4. Created and implemented strategies for improving operational efficiency and accuracy.
5. Enforced regulatory and company policy compliance to improve workplace and employee safety and readiness.
6. Encouraged and promoted ideas aligned to business needs and benefits.
7. Reviewed and assessed ongoing operations, developing initiatives for continuous process improvement.
8. Processed inbound and outbound shipments with high accuracy and efficiency by effectively directing associate teams and managing inventory processes.
9. Oversaw daily shipping operations, including loading and unloading of outbound trailers, replenishing of pallets, inventory management and supervising work of [Number]-member team.
10. Motivated and trained employees to maximize team productivity.
11. Developed and deepened relationships with customers, vendors and internal stakeholders.
12. Streamlined printing by directing to centralized print servers instead of desktop printers resulting in $[Amount] in savings on printer costs, supplies and maintenance.
13. Monitored daily and weekly key performance indicators to maintain on-track status.
14. Reviewed documentation such as invoices and shipping paperwork for accuracy and compliance.
15. Monitored supply chain and managed all logistics functions for company.
16. Monitored and maintained high level of on-time delivery reliability service and performance
17. Maintained compliance with DOT regulations, accurately documenting driver qualifications, permits and equipment information.
18. Prepared [Type] bids by analyzing internal financial and technical data as well as researching competitor's offerings.
19. Managed all aspects of daily delivery, including routing, driver supervision and DOT compliance.
20. Closely monitored operations and performed regular safety audits for adherence to administrative policies and compliance regulations.