



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Job Title: Receiving Supervisor

Department: Operations

Human Resources Representative Melissa M. Vele, Director of Human Resources. Applicants can submit their resume via: e-mail hronline@javitscenter.com or fax (212 216-4484).

Position Summary

The receiving supervisor plans, organizes and monitors the receiving, storage and distribution of all items received either from suppliers, vendors, manufacturers or production shops, ensuring a smooth and consistent operation so equipment, parts, materials and supplies are located and distributed to proper departments in an effective, efficient manner.

Participates in operations meetings and activities as needed to satisfy internal and external customer requirements. The position oversees the receiving, storage and distribution of approximately \$30,000,000 annually of equipment, supplies, service parts and materials; monitors departmental budget to ensure expenditures are within guidelines.

Job Accountabilities:

1. Maintains a personnel structure and staffing level to accomplish the receiving mission in an effective and efficient manner. Interviews and recommends applicants for hire of storage room clerks or receiving associates.
2. Plans and coordinates work, trains and motivates, monitors and evaluates performance of storage room clerks and receiving associates; ensures their ability to safely operate material handling equipment to move materials to and from storage configurations and delivery trucks; counsels, records and disciplines as necessary. Develops staff to effectively oversee the daily routines, tasks and assigned duties.
3. Maintains an equipment structure and level to accomplish the receiving mission in a safe, effective manner. Provides appropriate material handling equipment and shelving to ensure the safe transport and storage of all materials. Researches material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability and cost.
4. Manages the unloading of all materials into the receiving department; ensures materials are staged for counting and inspection; ensures receiving reports accurately report material received. Resolves discrepancies with accounting regarding invoices, back orders, packing slips, and receiving reports. Monitors the flow of paperwork from receiving to inventory control for timely data entry. Oversees the movement of material from receiving to storage areas and delivery of equipment, supplies materials to requestors in an efficient, effective and safe manner.
5. Oversees the supplying of materials for repairs, maintenance and capital projects and stages material for pick-up by requestors. Ensures materials are stored properly to conserve space and comply with safety procedures. Oversees the rotation of inventories within the storage room.
6. Monitors and measures receiving and storage performance for accuracy of location, receiving reporting, movement and storage of materials, and transfers for end users.

7. Develops and recommends annual budget requirements for the storage rooms and receiving department. Anticipates and requests funding for future personnel requirements. Anticipates and requests funding for future material handling equipment.

Qualifications:

1. Computer Technical Capacity
2. Leadership.
3. Learning Orientation
4. Performance Management.
5. Communication Proficiency.
6. Teamwork Oriented.
7. Ethical Conduct.
8. Financial Management.
9. Collaboration.

Supervisory Responsibility

This position manages employees of the department and is responsible for the performance and management of the employees within that department.

Work Environment

This job operates in a professional office environment, material handling at loading docks and delivery of materials to multiple departments within a fast pace convention center. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is not a sedentary role; however, some computer, desk work and filing is required. This would require the ability to lift, move, sort and store objects and may require bending, crouching or standing on or off material handling equipment as necessary. This position requires the ability to occasionally lift, carry, push or pull materials, products and supplies, up to 75 pounds occasionally and 40 pounds frequently.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 7:30 a.m. to 4:00 p.m.

Travel

No travel is expected for this position.

Required Experience

Three (3) to Five (5) years of experience in warehousing, receiving, inventory control or materials management in a fast pace environment, with 2 years of supervisory experience.

Preferred Education and Experience



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B.S. or B.A. degree in business management or equivalent work experience. Experience with Oracle. Knowledge of computers and related software, bar code technology and electronic data interchange.

Additional Eligibility Qualifications

None.

Other Tasks and Duties:

- Adhere to shipping/receiving and regulatory-compliance procedures
- Comply with laws, regulations and standards
- Complete documentation such as packing lists, bills of lading, purchase orders and shipping orders using computer-based technology
- Complete daily shipping and receiving logs
- Dispatch freight for delivery and arrange for pickups
- Record shipment data such as weight, charges and damages
- Contact carrier representative to plan and to issue shipping instructions and delivery of materials
- Rectify problems such as damages, shortages and non-conformance to specifications
- Document and escalate any customer service issues and/or shipping/receiving errors
- Assist with training of new employees
- Complete safety reports in relation to health and safety issues
- Develop constructive and cooperative working relationships with those on your team.
- Unpack, pack, load and store.
- Schedule deliveries.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER