SHIPPING MANAGER – JOB ORDER NUMBER 1395836

Double Envelope is a leading envelope manufacturer of custom envelopes sold directly to the direct mail, photofinishing, financial services, and other industries.

While producing over a billion envelopes annually, Double Envelope focuses on quality and customer service. We are a resource-wise, responsive environment where production is initiated and driven by customer needs. We have an immediate opening for a Shipping Manager.

Minimum of 5 years of warehouse experience to include 3 years of supervising front-line employees. The shipping manager will be responsible for the oversight of the shipping, receiving, and inventory management. Other duties to include but not limited to:

- Required skills in planning, organizing, and attention to detail.
- Researching, reporting, and documenting inventory discrepancies.
- Cycle count process which adheres to timely completion of set schedule date.
- Excellent communication skills within all levels of company and outside vendors.
- Motivate and positive direct supervision of front-line employees.
- Manage quality to ensure service for both internal and external customers.
- Experience with materials handling equipment.
- Promote safety and safe work practices.
- Proficiency in MS Word, Excel, and Outlook.

**Associates or Bachelor’s Degree in Business or related field desired.**

Interested candidates- email resumes to: rworen@oedworks.com