

# Shipping and Receiving Supervisor

## Your tasks

### THE POSITION

Our Halstead, KS location is seeking an experienced Shipping and Receiving Supervisor to join our team! The **Shipping and Receiving Supervisor** will supervise, direct and evaluates supply chain personnel daily to fulfill customer requirement.

### Responsibilities and essential job functions:

Perform delivery to customer, freight management, customs clearance and packaging management according to standards.

Advises employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock and related problems.

Reviews records for accuracy of information and compliance with established procedures.

Determines work procedures, prepares work schedules and expedites workflow; reviews and standardizes procedures to improve efficiency of team members.

Examines work for exactness, neatness, and conformance to policy.

Supervises the completion of all housekeeping and other duties as assigned for the department.

Completes performance evaluations, annual salary planning, disciplinary actions and coaching for all direct reports.

Operates forklift to load and/or unload trucks.

### WHY YOU SHOULD APPLY

- Immediate Benefits (available day one)
- Paid Time Off (136 hours a year)
- Tuition Reimbursement
- Annual Increases
- Employee Discounts (major name brand discounts)
- Annual Bonus for all employees
- Employer 401(k) (match available day one)
- And more benefits that come with working for a global industry leader!

## Your profile

### Basic Qualifications

- Relevant Bachelor's Degree or equivalent. Minimum of 2+ years' of



Job ID  
**REF51200T**

Field of work  
**Logistics**

Location  
**Halstead**

Leadership level  
**Leading People**

Job flexibility  
**Onsite Job**

Contact  
**Kaela Fisher**

Legal Entity  
**ContiTech USA, Inc.**

experience if no relevant Bachelor's Degree.

- 2+ years of managerial experience
- Experience using Word, Excel, Outlook, SAP; ability to learn other internal company systems as well
- Data Analysis experience
- Ability to lift up to 50lbs

#### Preferred Qualifications

- International experience

## Our offer

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.209.7425. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

#### EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are

reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## **About us**

### THE COMPANY

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

Are you ready to shape the future with us?