

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.68.01 - Job Description**

<b>Revision</b>	<b>Revision Date</b>	<b>Revision Change</b>
N/I	02/28/2013	Initial Release/Re-release
1	08/16/2013	Revision to Materials Control Manager title.
2	02/07/2014	Revision to Department Manager and Immediate Supervisor.
3	01/30/2016	Revision to Header, Position Title, Grade Level and Education.
4	03/31/2017	Revision to Department Manager and Immediate Supervisor.
5	01/31/2019	Revision to Grade Level, Department Manager and Immediate Supervisor titles and addition of Division Manager.
6	10/31/2021	Revision to Grade Level
7	01/31/2022	Revision to Department Manager
8	10/06/2023	Revision to Division Manager
9	09/26/2024	Revision to <u>Qualifications</u>

**Position Title:** Shipping / Receiving Manager

**Grade Level:** 53-1047-11

**Exemption Status:** Non-Exempt

**Department:** Shipping / Receiving

**Division Manager:** Executive Vice President of Supply Chain Management

**Department Manager:** Shipping / Receiving Manager

**Immediate Supervisor:** Senior Materials Handling Manager

**Duties, Responsibilities and Authority:**

This position reports directly to the Senior Materials Handling Manager and has the authority and responsibility for the daily shipping, receiving, delivery, and pick-up functions.

This position assumes responsibility for daily receipt of incoming product and customer components, and daily shipment of customer components whether it is via a freight method or company truck. Shipping / Receiving Manager is responsible for meeting all customer shipping requirements, ensuring accurate shipments, keeping a clean and orderly work environment, and reporting any maintenance requirements of company vehicle. This position will be required to order supplies and keep current with regulatory requirements.

The Senior Materials Handling Manager may assign additional responsibilities of this position at any time.

**Qualifications:**

Education: *BA or BS Degree or High School completion plus one of the following Experience or Training requirements.*

Experience: *Two years' experience in Shipping / Receiving Management position.*

Training: *Documented training records of at least 100 hours.*