

# Shipping/Warehouse Manager – Wire & Cable Assemblies

**Company:** Metro Assemblies Inc.

**City:** Columbia Heights, MN

**Employment Type:** Full-Time

**Hours:** Monday – Thursday (6:30am – 4:30 pm)

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## About Us

Metro Assemblies is a growing wire and cable assembly manufacturer dedicated to delivering high-quality, custom-built assemblies for our clients. Our team values precision, efficiency, and reliability in every project we take on. We are seeking a detail-oriented and organized **Shipping/Warehouse Manager** to oversee warehouse operations, manage shipping and receiving, and ensure materials flow smoothly to support production.

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## Position Overview

The Shipping/Warehouse Manager will be responsible for managing the flow of goods in and out of the facility, overseeing shipping, receiving, and warehouse organization. This role requires strong attention to detail, knowledge of shipping methods and compliance requirements, and the ability to efficiently manage warehouse space while supporting production needs.

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## Key Responsibilities

- **Shipping of Finished Goods:**
  - Manage all outbound shipments including small parcel, freight, palletizing, and overseas shipping.
  - Prepare and provide Certificates of Conformance (CoC) and other required shipping documentation.
- **Receiving of Materials:**
  - Oversee incoming shipments and complete data entry of received materials into the ERP system.
  - Verify accuracy of shipments against purchase orders and resolve discrepancies.
- **Kitting of Materials:**
  - Organize and kit materials for contracted assembly builds to ensure production teams have accurate and timely supplies.

- **Warehouse Space Management:**
    - Maintain a clean, organized warehouse with efficient use of space for raw materials, WIP, and finished goods.
    - Implement storage strategies to optimize space utilization and inventory flow.
  - **Inventory Control:**
    - Support cycle counting and inventory accuracy within the ERP system.
    - Assist in reconciling discrepancies and maintaining accurate stock levels.
  - **Team Collaboration:**
    - Work closely with production, purchasing, and quality teams to ensure smooth operations and on-time deliveries.
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## Preferred Experience

- Experience managing warehouse, logistics, or distribution operations a plus.
  - 3-5 years of shipping/receiving or warehouse management in a manufacturing environment preferred.
  - Strong communication skills and ability to collaborate with staff across departments.
  - Basic computer skills, with familiarity with ERP/MRP systems.
  - Hands-on experience with inventory control and cycle counting.
  - Familiarity with ISO 9001 or UL-certified environments.
  - Forklift experience a plus (certification preferred).
  - Able to safely lift up to 50 lbs.
  - Knowledge of small parcel, freight, and international shipping requirements.
  - Prior experience with Certificates of Conformance (CoC) and compliance/shipping documentation a plus.
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## Why Join Us?

- Work in a **small, family-like company** where every team member is valued and makes a difference.
- Be part of a collaborative environment that emphasizes teamwork, respect, and open communication.
- Opportunity to directly shape warehouse operations and improve efficiency.
- Participate in company-wide initiatives that support continuous improvement and growth.
- Join a company with a strong reputation for **quality, reliability, and customer service**.
- **Four-day work weeks** for better work-life balance.
- **11 paid holidays (110 hours)** plus a **scaling PTO program**.
- **IRA matching program** to support long-term financial goals.