



Supervisor, Shipping & Receiving
Singer Vehicle Design – Sun Valley

About Us:

Since 2009, boutique restoration house, Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients’ desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position, located in our Sun Valley office, includes competitive salary and benefits.

JOB TITLE: Supervisor, Shipping & Receiving

Singer Vehicle Design is looking for a Supervisor, Shipping & Receiving for our California based business. As a Supervisor in Supply Chain, you will be responsible for managing a team of individuals responsible for receiving, receiving inspection, shipping and logistics, and local deliveries. The goal is to ensure the smooth, damage-free, and cost-efficient material flow to support our operations.

Core Responsibilities:

- Perform administrative duties, including but not limited to, approving timecards, scheduling, periodic reviews, maintaining stocking levels of supplies, one-on-one mentoring and training of direct reports
- Implement best logistics, shipping, and receiving practices including but not limited to best transportation options, packaging requirements, routing, etc.
- Support and maintain metric goals and objectives for the Inventory teams
- Conduct regular safety walk-throughs, address safety issues, and promote safety policies
- Interface with Inventory, Quality Control, Transportation, Planning, Purchasing and other related departments to resolve problems relative to receipt and distribution of material
- Be the focal point for area audits and other events pertaining to the responsible production coordinator teams



- Ensure that a clean and organized work area is maintained by making continuous improvements to workspace design
- Supervise the Shipping and Receiving teams
- Foster an environment where change is embraced and ideas are respected, supported, vetted and ultimately implemented (if deemed appropriate)
- Perform other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment

Required Qualifications:

- Bachelor's Degree from an accredited four year university and 2 years minimum experience in a Production Coordinator or Material Generalist position; or 4 years minimum experience in a Production Coordinator or Material Generalist position
- Minimum 1 year of leadership experience

Preferred Qualifications:

- Proficient in SQL and Fishbowl or similar MRP systems
- Experience in aerospace or automotive manufacturing
- Prior experience in rapid growth environment

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors.

Salary: *Competitive salary for role and geography, and contingent on experience.*

Benefits Package:

Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, 401K, AFLAC, Paid Time-Off (PTO), and nine company-paid holidays.