

**ARC Automotive, Inc.** is a global manufacturer that produces a full complement of automotive airbag inflators (driver, passenger, side, and curtain). With of 70 years of design expertise in propellant and inflator technology, ARC Automotive is committed to providing customers innovative, high-quality products and services.

**Warehouse Supervisor f/m**

Place of employment: Skopje, Macedonia

**POSITION SUMMARY:**

Under minimal supervision performs custom related duties within established procedures and Federal requirements. Provides leadership, direction, and training to junior shipping personnel. Exercises independent judgment and refers major decisions to department manager.

#### MINIMUM REQUIREMENTS:

#### Bachelor’s degree, with three (3) years of shipping experience. Must have knowledge of DOT shipping requirements. Must have excellent communication skills. Prior hazardous goods shipping experience preferred.

\**Any equivalent combination of relevant experience and training which provides the required knowledge, skills and abilities may be substituted.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for coordination between ARC Automotive, Forwarding agency and customs.
2. Complete tracking of goods in the warehouse released from the customs.
3. Receiving materials under IMA7 location.
4. According to weekly production plan to provide quantities for all materials to be released from IMA7 status to IMA4.
5. Keep tracking of S custom number from every import during production process.
6. Proper storage of IMA7 materials on locations marked for IMA7.
7. Inventory of all materials left from production week and storage them on separate and marked location.
8. Receiving, sub inventory transfer and all materials movement in ORACLE.
9. Training and daily guidance to material handlers and utility personnel.
10. Performs other job-related duties as assigned.

ARC Automotive is an international company offering an open-minded and ambitious working atmosphere. You will be part of a team working on a large-scale project, bear responsibility and make a decisive input to a joint success.

We look forward to receiving your application.

The interested candidates are invited to send their application documents (a Cover Letter and a CV in English) with subject “**Warehouse Supervisor**” at jobs@arcautomotive.com.mk.