

STOCK DISPATCHER

The Company

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

Encore is searching for a candidate with previous production planning experience in a supporting function. The ideal candidate enjoys working with, but not limited to operational reports, inventory, schedules, storage bill reconciliation, purchase orders, and is a great communicator (both verbal and written). We are building a best-in-industry planning team, so candidates should feel comfortable collaborating over multi-departments, but also with vendors and suppliers. Encore is a sales driven and customer focused company, so a "sense of urgency" and a "whatever it takes" approach is essential. The ideal candidate must feel comfortable working within this culture.

What you will be doing/The Role:

The Stock Dispatcher is responsible for the management of shipments of stock and all of the group administrative functions for China. Working collaboratively with other members of the Purchasing & Planning team and partner manufacturers, the Stock Dispatcher will strive to optimize Encore procured production capacity to meet customer demand and requirements.

- Review all new orders placed against stock for a given day in prior day summary report (to be built).
- Review MRP for all items with prior day stock activity and dispatch new stock to bring Encore back above minimum thresholds:
 - Forecasted inventory level in Fairfield or other DC must always remain above 60 day guidelines within 60 days.
 - Remedy all deficits by scheduling shipments (managed accordingly there will always be inventory for the stock dispatcher to ship even if that means shipping a portion of the stock after a future production date).
 - Maintain shipping schedule and prioritize shipments by urgency.
 - Forecasted combined DC and China inventories must remain above guidelines in entire period from 60 days through 6 months.
 - Maintain list of all production deficits for stock planner to remedy
- Monitor vendor inventory levels to bring under maximums as needed by scheduling additional shipments.
- Manage repositioning of inventory to outside warehousing in China.
- Review and approve China storage bills; work with Accounts Payable in the reconciliation process of invoices relating to inventory.
- Place all new purchase orders per direction of production planner/stock planner.
 - OMS bucket revisions to be completed after approval from production planner/stock planner.
- Ensure PO's are accepted and scheduled by vendors and moving accordingly through OMS buckets.
- Follow up with CSR's on expired and soon to be expired OA's.
- Review PO management exception report in OMS and resolve.
- Update PO's in Sage per Job-Off reports.

Under existing OMS and MRP

- Within 60 day window: Stock Dispatcher will manually compare booked orders to forecasts to identify remaining forecasted order needs above and beyond orders booked.
 - Follow-up on all large and unusual un-booked forecasts to determine if they are still expected.
 - Remedy all deficits to bring on hand inventory's above booked + additional forecasted within 60 day period by dispatching stock ASAP.
- Other relevant tasks and duties as needed.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS:

- Associate degree preferred.
- Some relatable experience (summer internship) preferred, but not necessary.
- Proficient with Microsoft Excel, Outlook, and Word.
- Excellent communication skills (written and verbal).
- Self-motivated, customer-focused & well organized

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.