

Job Description and Specification

POSITION TITLE: WAREHOUSE SUPERVISOR  
 DEPARTMENT: WAREHOUSE  
 REPORTS TO: DIRECTOR OF WAREHOUSING

GENERALSUMMARY

Provides directions and continuity to the supervisors and the workforce to ensure a seamless workflow.

ESSENTIAL JOB FUNCTIONS

1. Ability to direct and control all functions within the distribution center by managing the workforce.
2. Ability to manage multi-task.
3. Must continually monitor operations within the facility to ensure productivity levels are met.
4. Primary trainer and evaluator for equipment operators in the distribution center.
5. Responds to customers' inquiries about their orders and insure 100% customer satisfaction.
6. Performs other related duties as assigned by Director of Warehousing.
7. Warehouse Management System (WMS) experience preferred.
8. D.O.T. and Logistics experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of warehouse shipping and receiving duties.
2. Knowledge of and skill in using computer software, including MS Word and Excel.
3. Skill in operating various office equipment, such as personal computer, calculator, fax and copy machine.
4. Ability to pay close attention to detail and coordinate various activities simultaneously.
5. Ability to communicate with customers, co-workers and business contacts in a courteous and professional manner.
6. Ability to work with minimal supervision.
7. Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent math skills.

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

Seeing: Must be able to read reports and use computers				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking/Mobility Must be able to stand to open files and operate office machine; mobility between warehouse and office to contact supervisors and co-workers when needed				X X X
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling: Must be able to write, use adding machine and use phone system			X	

Note: The statements herein are intended to describe the general nature and level of work performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills require of personnel assigned.