



Warehouse Supervisor

REQUIREMENTS:

Must have a high diploma, GED or equivalent for this position.

- Supervising Experience: 3 years (Preferred)
- Warehouse: 3 years (Preferred)
- Distribution Operations: 3 years (Preferred)
- RF Scan Guns or tablet: 3 years (Preferred)
- Expense Control: 3 years (Preferred)

JOB DESCRIPTION:

Responsibilities of Warehouse Supervisor and preferred skill set, include but not limited to the following:

- Microsoft Excel--Advanced knowledge of Microsoft Excel including but not limited to other shipping software and use of Process Pro.
- Effective analytical and problem-solving capabilities.
- Ability to envision and implement new concepts/strategies.
- Simultaneous management of multiple tasks.
- Advanced written, oral, and presentation communication skills.
- OSHA and warehouse safety basic knowledge.

Current Responsibilities:

- Operations Management--Manage by objectives and KPIs.
- Meet or Exceed Transplace and Customer Targeted Operational Objectives.
- Customer Relationship--Consistent and professional communications; effective, prompt and courteous communications with respect to difficult situations, relaying service failures, etc.
- Carrier Relationship--Productive carrier relationship development, cover loads, handling management of difficult situations, etc. Achieve Internal Department Goals--Ensure appropriate use of internal high-service, fair and cost competitive service.
- Compliant with all warehouse safety rules, guidelines and be cGMP certified.

Warehouse Supervisor reports to Production Manager