



Warehouse Supervisor 1

Job summary

The [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) is responsible for warehouse functions. This individual monitors the daily activities of checkers, loaders, and forklift drivers while ensuring the loading/unloading of all route trucks, bulk rigs, and transports is completed efficiently and safely.

Responsibilities

- Manage and direct the daily activities of checkers, loaders, and forklift drivers
- Efficiently supervise the loading/unloading of all route trucks, bulk rigs, and transports
- Maintain and control warehouse inventory to keep shrink at an acceptable level
- Reconcile any inventory variances
- Work closely with internal management to execute all planned programs
- Train and supervise a staff of warehouse personnel
- Direct the daily housekeeping and maintenance of warehouse grounds
- Adheres to all policies and procedures relating to product age and quality
- Maintain and supervise warehouse cost control
- Manage and model the safety culture and strive for 100% compliance concerning safety policies and procedures

Requirements

- Minimum of 1 to 2 years experience supervising & leading people in a warehouse environment
- Forklift experience & an excellent safety record
- Must have strong leadership, communication, organizational & customer service skills
- Should have good PC knowledge of MS Word, Excel, and PowerPoint as well as basic math skills
- Must be self-motivated with a high degree of integrity & be able to perform job duties with minimal supervision on a timely basis
- Past job performance must reflect dependability, maturity, initiative, personal demeanor, & the ability to exercise sound judgment
- SAP experience preferred

Warehouse Supervisor 2

Job summary



The [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) is responsible for evaluating, designing, and analyzing warehouse solutions supporting the new and existing business. Evaluates all aspects of methods of the distribution supply chain to improve efficiency. Ensures accurate handling of the inbound and outbound products.

Responsibilities

Schedules and supervises all shipping and receiving functions including related personnel (forklift drivers and finished product warehouse staff)

Improve warehouse work processes through strategic planning to create a more efficient fulfillment system

Planning warehouse layouts to maximize inventory controls, facility layout, facility flow, process flow, and related data analysis

Evaluate, design, and propose supply chain solutions in support of new and existing business

Examine contents and compare with records, such as manifests, invoices, or orders, to verify the accuracy of the incoming or outgoing shipment

Prepare documents, such as work orders, bills of lading, and shipping orders to route materials

Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes

Understands and enforces food safety guidelines

Processes all in and outbound shipments including but not limited to sorting, logging, delivering, packing, and shipping.

Audits each shipment before packing to ensure that goods match the order

Inspects all incoming freight for damage; follows-up with purchasing to resolve any damaged freight issues

Train the trainer certified to test and certify all forklift drivers for the company

Lead special projects critical to warehouse support functions

Requirements

Bachelor's Degree (four-year college or technical school): Preferred

Eight-plus years of experience in a warehouse environment

Minimum 5 years experience as supervisor/lead

Knowledge of inventory and supply chain management

Excellent verbal and written skills

Critical and creative thinking

Good analytical problem solving skills

Excellent organization and efficient time-management skills

Ability to meet deadlines and work well under pressure, Requires the analytical ability to handle administrative duties

ERP systems

Advanced MS OFFICE/RF System, specifically Excel experience



Knowledge of various logistics software modeling tools

Warehouse Supervisor 3

Job summary

A [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) is responsible for coordinating and supervising all warehouse activities of an assigned work team on a shift basis by directing assigned associates in the receiving, warehousing, and shipping of customer products in a manner consistent with service and cost objectives.

Responsibilities

Supervise and coordinate the most efficient unloading of inbound shipments, orderly stacking of products, and the picking and staging of outbound shipments by the highest possible levels of quality

Ensure inbound and outbound shipments are accurate and free of damage

Responsible for the cross-communication between shifts

Ensure the efficient and safe operation of all materials handling equipment

Maintain a clean; neat, and orderly work area; ensure all security policies and procedures are followed

Ensure Associates follow all safety policies and procedures Thoroughly investigate and report all safety accidents and violations promptly. Conduct operations by OSHA and MSDS Standards

Ensure proper food safety practices are maintained

Direct the operations of the assigned work team to achieve prescribed objectives

Conduct shift meetings

Follow all policies and procedures

Plan work schedules and assign duties to maintain adequate staff for the effective performance of activities and response to fluctuating workloads

Prepare and maintain work records and reports of information such as employee time and wages, daily receipts, or inspection results

Collaborate with workers and managers to solve work-related problems

Evaluate employee performance and prepare performance appraisals

Conduct staff meetings to relay general information or to address specific topics, such as safety

Counsel employees in work-related activities, personal growth, or career development

Recommend or initiate personnel actions, such as promotions, transfers, or disciplinary measures

Resolve personnel problems, complaints, or formal grievances when possible, or refer them to higher-level supervisors for resolution

Other duties as requested



Requirements

HS Diploma, Associates Degree Preferred

3+ years supervisory or warehouse experience; or a bachelor's degree

Maintain forklift certification

Ability to perform the same work duties as those supervised or perform more difficult or skilled tasks or assist in their performance

Ability to supervise employees

Ability to work in a fast-paced, deadline-oriented environment

Ability to communicate effectively with a variety of individuals

Ability to pay close attention to detail

Strong interpersonal skills and judgment in communicating with staff

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Job summary

We are hiring a [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) to oversee and coordinate the daily warehousing activities. You will be responsible for the shipping, receiving, and processing.

Responsibilities

Organizing and maintaining warehouse up to standard to ensure maximum output

Communicate job expectations to all employees

Ensure deadlines are met daily and manage time to coordinate workload

Oversee and coordinate the daily warehousing activities

Determine headcount and assign workload accordingly

Manage staffs

Coordinate and cooperate with other leads in their respective departments as needed

Anticipate, communicate and resolve internal and external issues that could affect the warehouse optimization

Requirements

Previous experience in a warehouse, or other related field preferred

Effective communication (written/oral skills)

Ability to handle physical workload

Deadline oriented



Ability to follow instruction

Ability to work in teams

Punctuality and a readiness to work a full shift

Proven supervisor experience

Experience with Excel and Time Keeping is a must

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Job summary

This [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) monitors the delivery paperwork flow to ensure customer deliveries are delivered on time, groups and routes deliveries of loads according to designed geographic areas, and assists in the building of loads and freight handling as necessary.

Responsibilities

Maintain special order program

Coordinate delivery times and total hours for load building, checking, and staging

Prepare delivery analyses to improve delivery efficiency

Maintain accurate records of all deliveries, addresses

Requirements

Ability to work in outdoor/indoor conditions, and ability to load and unload lumber and other building materials with or without reasonable accommodations

Computer Skills: Order Processing Software, Internet Software, Inventory Software

Ability to read and comprehend documents (i.e. policy and procedure manuals); write routine reports and correspondence; speak/present in front of a small group

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations

Keen Attention to Detail

High School diploma or general education degree (GED); or 1 to 3 months related experience and training

Previous warehouse supervision a must

Must be able to lift to 50 lbs. with or without reasonable accommodations

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Job summary

We are seeking an energetic, self-motivated [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) to bring together warehouse staff to achieve distribution center goals.

Responsibilities

- Training new team members
- Ensuring warehouse checklists are completed
- Working with other managers/supervisors to ensure adequate staffing levels are in place
- Communicating effectively with customers on-site and responding to issues promptly
- Leading by example and operating motorized equipment in a safe and efficient manner
- Assigning staff to proper departments
- Being "hands on" to assist with various warehouse responsibilities

Requirements

- Bilingual in Spanish/English preferred
- Forklift certification
- Previous supervisory experience
- Excellent communication skills

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Job summary

The [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) coordinates the activities of workers engaged in both inbound and outbound shipping. This includes verifying and keeping records on outgoing shipments, preparing items for shipment, and managing product storage within the facility. Serves as an example to subordinates and enforces all applicable safety rules.

Responsibilities

- Reviews orders, to determine shipping priorities, work assignments & equipment required to meeting shipping schedules
- Oversees outgoing shipping activities to ensure another fulfillment accuracy, completeness, & condition of loads
- Responsible for leading his/her shift in the efficient processing of freight including receiving, storage order picking, & loading for all customers
- Inspects material handling equipment for defects & notifies maintenance personnel or contacts outside service facility for repair



Issue written & oral instructions

Responsible for the accuracy of all work performed

Responsible for adherence & execution of standardized procedures

Maintain good housekeeping in area & adhere to established Company Safety policies at all times

Requirements

High School Diploma or equivalent

Shipping and Receiving experience

1 Year experience in previous supervisory experience

SAP Experience

RF Experience

Warehouse Supervisor 8

Job summary

The [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) will train new hires and provide an environment that is team centric.

Responsibilities

Negotiation of rates with common carrier representatives

Running site with safety and efficiency as priorities

Writing and balancing daily bank deposits

Creation of daily work logs and transmission of same to corporate

Audit of daily labor and billing reports

Ensure customer needs are met daily

Document and resolve any customer service or associate issues daily

Hold weekly safety meetings and ensure associate participation.

Assist in managing Site and Departmental budget

Scheduling associate shifts based on customer requirements

Interview, hire and train new associates

Supervise timely and accurate data entry for all services performed

Requirements

3 years of Supervisory/leadership experience



Proven experience in providing high levels of customer service to internal and external customers

The ability to make decisions, problem solve, prioritize assignments and direct the workforce in an ever-changing, warehouse environment

Taking ownership of your business and ensuring the highest standards of safety, productivity, and customer service are exceeded every day

Ability to train, coach, and mentor warehouse associates

Excellent interpersonal and communication skills (written and verbal)

Strong organization and prioritizing skills

Ability to simultaneously perform multiple tasks

Ability to solve problems and make effective decisions in a fast-paced environment

Intermediate PC skills with knowledge of Excel, Word, Outlook, and PowerPoint

BS/BA Degree or Associates Degree with Equivalent Experience is a plus but not required

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Job summary

We are seeking an experienced [Warehouse Supervisor](https://100hires.com/warehouse-supervisor-job-description.html) to join our team.

Responsibilities

Achieve daily metrics

Create an engaged team environment

Hold team accountable for actions and results

Coach, counsel, and discipline team as required

Attention to safety

Requirements

HS Diploma or GED

Previous [warehouse supervisor](https://100hires.com/warehouse-supervisor-job-description.html) experience

Good communication and leadership skills

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Job summary

We are looking for a Warehouse Supervisor.

Responsibilities

Oversees and is responsible for the output of quality materials, orders, and packages to customers, meeting the expectations and requirements of both internal and external customers

Coordinates activities with the other supervisors to ensure effective utilization of our human resources, inventory assets, and capital equipment resources at the site

Develops the team-s manpower plan, shares that plan with the other supervisors, and makes adjustments as needed

Supervises and manages day-to-day activities

Objectively evaluates processes for non-value added activity and eliminates that which does not add value

Assists in keeping inventory levels minimized while maintaining service levels to our customers

Helps lead and drive both the utilization of technology and process innovation within the team

Works in conjunction with the team leaders to develop the skills of team members, helps create compelling development plans, and executes them

Works with teams on failure analysis, corrective actions for noncompliance and customer complaints, and shares that information across teams

Deals directly with human resource issues as they relate to accountability, discipline, documentation, and warnings, rewards the right values, and disapproves of others

Requirements

Bachelor of Science degree (B.S.) from a four-year college or university, in the supply chain, logistics, industrial or manufacturing engineering or a similar related degree

5+ years of warehouse/ distribution and/or manufacturing supervision, required

Knowledge in SAP/ ERP systems environment/ MRP preferred

Proficient in MS Office Suite (intermediate to advanced excel required), Google Docs, and programs for retrieval, manipulation, and analysis of transactional data

Experience in driving improvements, process optimization, lean manufacturing events, and procedure development

Proven track record of troubleshooting problems, investigating customer complaints, and leading change toward making improvements