



Warehouse Supervisor

Job Scope

As a Warehouse Supervisor you will oversee the efficient receipt, storage, value-adding servicing and dispatch of a wide variety of products. Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly. We are looking for an experienced and well-organized leader to oversee our warehouse.

Responsibilities

- Strategically manage warehouse in compliance with company's policies and vision
 - Oversee receiving, warehousing, distribution, and maintenance operations
 - Setup layout and ensure efficient space utilization
 - Initiate, coordinate, and enforce optimal operational policies and procedures
 - Adhere to all warehousing, handling and shipping legislation requirements
 - Maintain standards of health and safety, hygiene and security
 - Manage stock control and reconcile with data storage system
 - Prepare annual budget
 - Liaise with clients, suppliers, and transport companies
 - Plan work routes, assign tasks appropriately, and appraise results
 - Recruit, select, orient, coach, and motivate employees
 - Produce reports and statistics regularly
 - Receive feedback and monitor the quality of services provided

Requirements

- High School Diploma or General Education Degree
 - Bachelor's Degree preferred
 - Proven work experience as a warehouse manager/supervisor
 - Strong knowledge of warehousing KPIs
 - Experience in Warehouse Management software and databases
 - Strong decision-making and problem-solving skills
 - MUST be able to pass a drug and background screen
 - Must be able to withstand the physical needs of job including heavy lifting, bending, and repetitive motions.
 - Willing to work more than 40 hours a week with occasional weekends
 - Ability to multitask while staying organized
 - Positive customer service skills
 - Experience in lighting and electrical is a plus!

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.