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!