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# Example of Stores Supervisor Job Description

Our growing company is looking for a stores supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for stores supervisor

* Ensure compliance with (basic) quality standards and requirements
* Manage and Maintain the hardware allocation process
* Ensure management tools are updated in line with move requests
* Manage the shared mailbox
* Oversee deliveries made to stores and ensure the management tool is updated accordingly
* Manage and maintain stock control procedures, ensure the security, condition and acceptability of all stock
* Ensure stores are ran in accordance with Health & Safety standards
* Co-ordination of disposals
* Undertake Service Requests and Incident Management as required
* Responsible for ensuring and undertaking both site auditing and PAT testing to the agreed timetable

## Qualifications for stores supervisor

* CMMS Knowledge
* 3-5 year background in aviation, business, engineering, logistics, and supply chain in general professional applied experience
* Must be a very good thinker, innovative with stong analytical and problem solving skills, and is comfortable working in a team environment
* Must be able to obtain certification on forklift
* Must be able to work varied shifts to include weekends and holidays
* Must be knowledgeable and capable of using Microsoft Office Suite at an Intermediate Level