Downloaded from <https://www.velvetjobs.com/job-descriptions/stores-supervisor>

# Example of Stores Supervisor Job Description

Our growing company is hiring for a stores supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for stores supervisor

* Manage/coordinate all maintenance of facility grounds and employees performing these duties
* At least 5 years of experience in supply chain, operations or maintenance
* Experience with inventory management software (MP2 preferred)
* Take responsibility for inventory accuracy of purchased parts and stores items
* Manage inventory dollars to budgeted levels
* Review critical part inventory levels
* Coordinate with the Calibration Engineer to ensure all calibration requirements are completed on time
* Support validation projects and complete protocols that aid process improvement and new product development
* Monitor energy costs of the plant (cost of steam, water, electricity and gas Consumption)
* Supervise store team members at various locations

## Qualifications for stores supervisor

* Experience with rental and retail POS systems - preferred
* Previous stores experience is mandatory
* Knowledge of all AA based computer systems preferred SCEPTRE, AAPICS, SAP, SCAT, ISCAN,TMS, Staff Admin, and HAZRAPS
* Knowledge of all AA based computer systems preferred but not required AAPICS, SAP, SCAT, ISCAN and TMS
* Ability to manage large projects, teams
* Ability to act as a daily client contact and possesses a track record of responsible, client-related finance management