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# Example of Supervisor, Warehouse Job Description

Our growing company is looking to fill the role of supervisor, warehouse. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supervisor, warehouse

* Leads implementation and operation of ISO & HACCP standards to ensure corporate objectives are met
* Ensures a safe work environment & safety orientated culture
* Responsible for the documentation of inbound and outbound material loads
* Supervise and coordinate unloading of inbound shipments, orderly receiving and stacking of product
* Ensure the efficient and safe operation of all material handling equipment
* Apply a 5 S concept to the work place, train staff in 5 S principles and then maintain a clean, neat and orderly work area
* Conduct operations in a manner which promotes safety and in accordance with OSHA an MSDS standards
* Assure the integrity of the inventory through accurate process adherence and assist in conducting physical inventories
* Assist the Operations Manager and DCM in developing, implementing and maintaining a lean culture and continuous improvement
* Work closely with the Operations Manager and DCM on productivity related topics workforce planning

## Qualifications for supervisor, warehouse

* Reviews the buyback schedule and works with the Returns Administrator to maintain a steady flow of work providing an increased level of dealer service
* Ensures that all rush and emergency orders are selected and delivered to SOP
* Must have good working knowledge of ERP and inventory management
* Must know shipping aspects such as inbound/ outbound, cross docking and temperature control materials
* Accept feedback
* High degree of familiarity with warehousing and/or interdependent plant operations