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# Example of Warehouse Supervisor Job Description

Our company is growing rapidly and is looking for a warehouse 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 warehouse supervisor

* Conduct operations in a manner that promotes safety and are in accordance with OSHA and MSDS standards
* Compile and maintain established productivity and quality standards for each member of your assigned team
* Provide input into the performance evaluation system for recommending promotions, wage increases, and termination’s
* Complete any other assignments delegated to you by the DC Manager in a timely and efficient manner
* Supervises the logistics activities of receiving, storage and shipping to ensure error free order fulfillment, optimized fleet/network management, aggressive inventory control, superior customer service and efficient facility utilization
* Assists in driving the safety program for this VPP site
* Trains branch associates on standard logistics processes and reviews performance metrics with direct reports
* Coordinates operational redesign projects to improve performance and meet customer needs
* Monitors and assists in the maintenance of fixed assets (facility, forklifts and fleet)
* Daily warehouse operations and maintaining a safe and clean work environment

## Qualifications for warehouse supervisor

* Able to lead and influence others to achieve the business objectives
* Computer skills with a basic knowledge of Microsoft Office
* High-level attention to detail, high level accuracy
* Basic computer skills required with emphasis on Microsoft Outlook and Excel
* Warehouse Management Systems experience a plus
* 2-4 years of previous supervisory experience in warehousing or buying preferred