



Example of Fulfillment Supervisor Job Description

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Our company is looking to fill the role of fulfillment 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 fulfillment supervisor

- Lead sustainable continuous improvement initiatives using LEAN tools focused on Safety, Quality, Delivery, Inventory and Productivity
- Provide leadership direction to Team Leaders and team members of Value Stream
- Listen to, support, engage and encourage associates suggestions and input to help motivate them to achieve excellent results
- Embodies a positive mindset and a passion to be the best you can be in everything you do
- Lead day-to-day activities in the Value Stream to ensure swift and accurate completion of work to meet all customer requirements
- Support required data collection for key operational metrics
- Develop, generate, review and present various work/management reports to accurately measure department productivity and make recommendations to improve product workflow for better business results
- Efficiently coach, guide and manage associates relation concerns and provide semi/annual PMD reviews to help foster them for optimal business results and personal growth
- Coordinate assignment and processing of DOs and POs
- Implement DO and PO dashboards enabling visibility of in process DOs and POs

Qualifications for fulfillment supervisor

- Demonstrated ability to assess and improve distribution centre and logistics processes
- Computer literate with the ability to utilize IT tools to solve business situations
- Experience supervising in a unionized environment considered an asset
- Knowledge of computerized systems, Ecometry, RF or related systems
- Minimum of 3 years of order fulfillment experience is desired, preferably in a manufacturing environment