



Example of Warehouse Operations Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of warehouse operations. 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 warehouse operations

- Provide efficient and accurate storage and issue of materials according to established procedures and policies
 - Ensure prompt and accurate recording of inventory transactions
 - Provide training and mentoring for material handlers
 - Ensure the warehouse is operated in the most cost effective manner, while maintaining excellent safety, human relations, and environmental standards
 - The Warehouse Supervisor insures safe, efficient operations of daily warehouse and shipping services and personnel assigned
 - Maintains accuracy of all inventory including part numbers, location, quantity
 - To ensure compliance with operating standards and assist with problems as they arise, provides supervision, counseling and coaching of warehouse employees
 - Deploys warehouse employees and distribute daily workloads to ensure timely receipt of incoming material, delivery of material to manufacturing lines and entry into MRP system
 - Develop written processes used as both work instructions and training tools encompassing all areas of warehouse operations, including but not limited to receiving, material transfer, scrap reporting and disposition, issuance of material to work orders, and accurate shipping activities
 - Assist in the development of lean systems to allow for better flow throughout the shop
-

- Ability to use creativity to seek quality solutions and process improvements while keeping in mind the needs of the business
- Minimum of five (5) years of supervisory and team leadership experience, coupled with three (3) years of distribution center / warehousing experience
- Transportation Logistics knowledge and experience a major asset
- Basic Knowledge in WMS
- Intermediate English is desirable
- Ability to identify and assess talent