



Example of Warehouse Supervisor Job Description

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Our company is looking for a warehouse supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for warehouse supervisor

- Secures warehouse by monitoring personnel access
- Responsible for maintaining and coordinating Job Order releases
- Responsible for verification of all outgoing shipments
- Ensures the efficient movement of materials throughout the warehouse, including the efficient flow of all customer and inter-company transfer orders
- Coordinates work activities with other supervisors, actively building relationships across functions
- Ensures the maintenance of accurate and current warehouse inventory records
- Advises management of problems, requesting guidance and counsel as appropriate
- Ensures the work team understands and supports the focus on operational excellence
- Trains and enforces strict compliance of OSHA regulations as they apply to warehouse operations
- Motivate, coach, reward, and discipline associates

Qualifications for warehouse supervisor

- Bilingual in English/Spanish skills are a plus
- Must be able to work up to 12 hours a day, standing for up to 8 hours a day on concrete
- Must be able to work in temperatures that could be in excess of 110 degrees in the summer and as low as 40 degrees in the winter

- Must be able to climb a flight of stairs multiple times throughout the day
- University Degree in Business Management or Equivalent