



Example of Warehouse Supervisor Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a warehouse 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 warehouse supervisor

- Organizes and maintains hard copy and electronic documentation supporting order fulfillment, distribution means, and pricing
- Unload and verify accurate inventory counts when receiving product by both truck and container
- Unload and load containers and trucks using safe warehouse practices utilizing a forklift, pallet jack and hand stack methods
- Sort, label and put stock away based upon established inventory procedures
- Accurately pull orders from existing inventory stock to ship customers' orders
- Perform physical inventory to ensure accurate stock counts
- Occasionally lifting 50lbs throughout duration of shift
- Provides direct supervision to warehouse personnel
- Shares Company information with warehouse personnel as appropriate
- Ensures adequate supplies are maintained for warehouse order fulfillment operations

Qualifications for warehouse supervisor

- 3-5 years of work experience in warehousing
- Overseeing and enforcing safety standards for the facility
- Forklift license would be a plus
- Understanding our warehouse software the key measurements of the warehouse

- Minimum 5 years' experience in, or working with, distribution operations out of which are minimum 2 years as a supervisor