



Example of Warehouse Supervisor Job Description

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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

- 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