



# Example of Warehouse Supervisor Job Description

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Our growing company is looking to fill the role of 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

- Manage Floor resource
- Lead Productivity & 5S improvement thru CI, Gemba, Lesson learnt, etc
- Lead daily Tier1 meeting
- Support biweekly Tier2 meeting
- Identify and develop New SOP
- Have an ownership of exploring opportunity areas
- Have an ownership of following up action plan to make the thing better
- Secure all floor employees comply with corporate and global safety guideline
- Responsible of managing all floor employee's attendance and leave
- Develop the direct report capability by showing a good example

## Qualifications for warehouse supervisor

- PC and computer systems knowledge is necessary
- Post secondary education in operational management preferred or equivalent experience
- Prepares specific inventory reports in accordance with Finance Department guidelines
- Ensures compliance with various city ordinances, licenses, and inspections
- Coordinates timely and accurate delivery of inventory to system offices
- Performs other duties as assigned by warehouse manager