

Working Warehouse Supervisor

We are seeking an organized, reliable, detail and service-oriented warehouse supervisor to join our growing team. In this position, you will monitor and maintain warehouse equipment as well as manage warehouse staff to ensure that equipment is prepared stored and shipped in a accurate, efficient manner. Previous warehouse experience is required.

Working Warehouse Supervisor Duties and Responsibilities

- Coordinate and oversee all warehouse duties
- Work along side warehouse staff to prepare equipment for shows and events
- Supervise and direct warehouse staff; put worker safety as a top priority
- Track and account for all incoming and outgoing equipment
- Confirm proper and timely delivery equipment to site
- Perform various inventory counts; order supplies and goods as needed
- Supervise all forklift operations
- Maintain warehouse and inventory, ensuring equipment is serviced when needed and a clean and tidy workspace is kept at all times
- Maintain shipping documentation, manifests, and receipts; enter relevant data in reports as needed
- Ensure that shipment materials match packing lists before dispatching orders
- Assist in the hiring and training process of new warehouse staff
- Ensure proper transport, packaging, and placement of products
- Motivate and lead warehouse staff to effectively carry out given task.
- Improve warehouse work processes through strategic planning in order to create a more efficient fulfillment system

Warehouse Supervisor Requirements and Qualifications

- High school diploma or GED equivalent required.
- Previous management experience in a warehouse position
- Forklift certification and/or ability to successfully complete forklift training and operate machinery safely according to company protocol
- Proficiency in computer systems, including Microsoft Suite and data entry systems
- Physical stamina, able to work long hours on one's feet and lift 50+ pounds
- Excellent organization and efficient time-management skills
- Strong verbal and written communication skills
- Ability to meet deadlines and work well under pressure

Job Type: Full-time