



JOB DESCRIPTION

Job Title: Warehouse Supervisor

Facility: Brooklyn Park

Department: Distribution

Reports to: Distribution Manager

SUMMARY

Supervise all aspects of Warehouse operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Coordinates all aspects of Shipping and Receiving. Facilitate the expedient preparation of outbound shipments for delivery by ENPOINTE Drivers, Courier, FedEx, UPS, Air Freight or L.T.L. and to process receipts for inbound deliveries of materials.
- Prepare bills of lading or airway bills for L.T.L. or Air Freight, schedule pick up appointments with carriers, communicates special handling and delivery date requirements to outbound carriers.
- Coordinate inbound/outbound material flow from other departments.
- Oversees all aspects of the Fulfillment area which includes completing daily Sales Orders to ensure we maintain our Service Level Agreements; second set of eyes quality control checks are completed on every order and personnel are operating all powered industrial trucks in a safe manner.
- Responsible for administration of all aspects of inventory control, which includes Cycle Counting, Year End Inventory, Engineering, Profiling and at times new item setup.
- Makes recommendations to Distribution Manager regarding staffing, promotions, and discipline.
- Participates in the Performance Reviews.
- Provides timely communications to Distribution Manager and/or Sales Representatives and Customer Service Representatives regarding progress of warehouse tasks.
- Responsible for quality control and continuous improvement.
- Provides training and supervision to Warehouse staff.
- Responsible for accurate data collection, including chargeable shipping materials.
- Prepares reports as requested.
- Keeps work area neat and clean at all times.
- Obeys company rules and observes all safety regulations.

QUALIFICATIONS

- Experience as a Lead, Supervisor or Manager.
- Ability to prioritize work for themselves and other personnel under his/her direction.
- Ability to manage multiple priorities simultaneously.
- Experience in training policy and procedures.
- High School diploma or equivalent is required.
- Good keyboarding skills.
- Excellent verbal and written communication skills.
- Experience using M.S. Word, Excel and Outlook.
- Excellent math skills.
- Excellent reading skills and comprehension skills.
- Excellent organizational skills.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 70 pounds.
- Ability to operate Power Industrial Trucks; electric pallet jacks, electric forklifts, electric clamp trucks

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)