**Example Job Lead (Resume/Cover Letter Activity)**

Warehouse Supervisor

Torque Parts

Position Summary:

The Warehouse Supervisor plans, organizes, monitors and coordinates activities of workers in all areas of the warehouse. Ensures a smooth and consistent operation so orders are shipped correctly and efficiently as needed to satisfy customer requirements, provides leadership for the warehouse team for receiving, inventory control, picking, packing, shipping, maintenance and cleaning. This position regularly exercises independent judgment to perform responsibilities with minimal supervision. May operate a powered industrial truck/forklift to perform daily tasks.

Key Responsibilities:

Organizes the staff and workload to meet or exceed distribution productivity performance standards for designated area. Develops daily work schedules as workload situation demands. Coordinates warehouse activities to provide a smooth and efficient flow of work. Ensures that all warehouse functions occur in a time sensitive manner and that resources are properly trained and aligned.

Provides leadership to a group of team members, who provide timely solutions to customer needs. Trains, evaluates, and recommends and delivers disciplinary action when necessary, for issues as attendance, performance, safety, or policy violation. Conducts annual performance reviews and feedback sessions with employees as needed to discuss metrics and performance related issues, prior to issues becoming increasingly serious. Supervises staff in a manner that is consistent with organizational culture. Actively seeks development opportunities for team members. Promotes a friendly environment, good morale and cooperation among team members. Reconciles and approves time detail for employees in Time and Attendance system.

Provide input into performance evaluation for recommending promotions, wage increases, associate development and terminations.

Recommends and develops ideas for improvement in operating methods and procedures, and to resolve problems when these arise. Makes recommendations to improve warehouse layout, workflow, operating costs and customer service, for consideration and approval of the leadership team.

Identify employees’ skills and develop them by coaching and counseling employees on a regular basis.

Maintains safety standards and training in the department; ensures that the building is maintained in a clean and safe manner and that inventories and equipment are properly protected against theft, fire and other hazards that may cause loss or damage.

Performs daily cycle count and back flushing activities to ensure accuracy of physical inventory and participates in both internal and external audits when necessary (multiple times annually).

Identifies and resolves/reconciles inventory variances, identifies and corrects root cause(s) of errors.

Ensures all work orders are processed in a timely manner and production stock locations are replenished promptly.

Prepares/processes proper paperwork for all shipments (domestic and international), receiving, stock-to-stock and consignment inventory transactions.

Assists in the formulation of annual operating budget and objectives.

Assist in physical inventories and cycle counts. Maintain inventory database. Ensure the optimal utilization of space.

Ensures that committed orders ship on time and that carriers comply with scheduled pick-up commitments.

\*Required Skills:

3 years supervisor experience preferred.

Ability to understand the process of vendor shipments

Ability to read, analyze, and interpret written instruction.

Ability to present information and respond to questions from management.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of instructions, both oral and written.

Strong leadership and team development skills

Excellent communication and organizational skills

Ability to influence others and operate effectively in a team setting.

Solid knowledge of all warehousing and inventory control functions

Experience with RF scan guns.

Ability to add, subtract, multiply, and divide in all units of measure.

**Benefits:**

Base salary plus 25% bonus. Paid days off upon completion of one year of employment training. Health insurance.

Salary: $3,300.00 /month

**To Apply:**

Submit online application and attach cover letter and resume. Address application to Steve Franks.

**General Job Targets**

Warehouse Supervisor/Manager

Shift Supervisor

Inventory Specialist

Dispatcher

Customer Service (Shipping/Logistics)

Production Supervisor

**Skill/Responsibility Key Words from Job Lead Analysis**

Warehouse Supervisor, Team Leader, Project Coordinator, Forklift, Shipping, Receiving, Cost Control, Inventory Management/Management, Stocking, Analyzing, RF Scanner, Cycle Counts, Picking and Packing, Maintenance, Training, Dispatching, Route Planning, Vendor Negotiation, Customer Service, Ontime Delivery, Scheduling, Safety, Operations Management, Performance Improvement, Inventory Database, Warehouse Layout Planning, Employee Development and Coaching, Leadership, Problem Solving, Workflow Improvement, Operating Costs.