

## Warehouse Supervisor (Household)

Receipt, Storage, Prepping, & Loadmaster of all types of product including model home furnishings, office furniture, and high value IT equipment. Must be certified, or able to be certified, in the operation of forklift equipment. Must be experience in audit and inventory management control. Must be comfortable working at variable heights.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Receives incoming inventory and manages within the warehouse management system (WMS) and conveys materials from vans or containers to storage or to other designated areas.
- Inspects inbound inventory for defects or notable damage and logs/reports issues to client.
- Perform QA functions of processes and procedures to ensure contractual obligations are being performed to client/company expectations.
- Data entry, research and documentation of receiving issues. Resolving inventory-tracking problems. Interacts with vendors to obtain information to reconcile inventory discrepancies.
- Sorts and places materials or items on racks, shelves, or in bins, vans or containers according to predetermined sequence.
- Loads and unloads shipping containers, vans, and trucks using discretion and judgment in loading, placing, and distributing the load in vans in such a manner that the safe operation of the vehicle will not be jeopardized.
- Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station, shipping department, or delivery vehicle.
- Maintains working knowledge of warehouse management system (WMS)

### **SUPERVISORY RESPONSIBILITIES**

- Mentors warehouse associates on operational practices and procedures, equipment operation and safety procedures.
- Leads and oversees, through direction from the warehouse manager the warehouse associates in their daily tasks.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associates degree and/or High School diploma with 3+ years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Forklift certification
- Valid driver's license

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.