**Warehouse Supervisor**

The Warehouse Supervisor has general responsibility for coordinating and leading aspects of the facility activities daily. Under the direction of the Warehouse Manager the lead is responsible for leading the receiving, warehousing, conversion, assembly and shipping of product in a manner consistent with company service and cost objectives. Primary Responsibilities is to assist the manager in the supervision of warehouse personnel to ensure safe, clean, and efficient operation of the distribution facility. Daily, work with managers in the development and implementation of functional area work schedules to assure effective and efficient operations. Be a "hands-on" and working leader.

**Warehouse Supervisor Responsibilities:**

* Rotate and train on each aspect of the warehouse / distribution processes on all shifts.
* Ensure employees have appropriate training and other resources to perform their jobs.
* Provide daily hands-on support for the department.
* Drive compliance with safety, quality and productivity goals in support of warehouse leadership team objectives.
* Provide recommendations on process improvement and supervise implementation.
* Respond to and resolve employee relation's issues expressed by team members; create and maintain a high quality work environment so that team members are motivated to perform at their highest level.
* Address disciplinary and/or performance problems according to company policy. Prepare warnings and communication effectively with employees on warnings and make effective/appropriate decisions relative to corrective action as required.

**Warehouse Supervisor Requirements:**

* High school diploma or equivalent.
* Bachelor's degree preferred.
* 2 years' warehouse experience, with supervisory experience in a high volume, fast paced distribution operation.
* Forklift certification and truck driving experience.
* Ability to multi-task and detail oriented.
* Familiarity with Microsoft Office.