



## WAREHOUSE OPERATIONS SUPERVISOR

**REPORTS TO:** Director Of Operations

**POSITION PURPOSE:** The Warehouse Operations Supervisor is a hands on supervisor who oversees and/or performs all warehouse responsibilities including: shipping, receiving, material handling, inventory cycle counts, and freight movement/carrier selection.

**ACCOUNTABILITIES:** The management of the entire warehouse and all of its facets.

### ESSENTIAL JOB FUNCTIONS:

Through previous background and experience, the candidate must demonstrate, with or without an accommodation, the ability to:

- Interact professionally and effectively through verbal and written communication with all professional contacts with an emphasis on the Company's interests.
- Move merchandise up to 50 pounds.
- Coaching and training of associates in same work area.
- Appropriately assigns routine tasks to co-workers.
- Provides leadership, guidance and training in all warehouse functional areas, including: shipping, receiving, warehousing, cycle counting, material handling and transportation.
- Plans, organizes and staffs all areas of operation.
- Conduct inventory audits of incoming and outgoing shipments to ensure accuracy.
- Assures that the highest standards are maintained for safety, housekeeping, and compliance with all government and company standards. Conduct and record regular safety meetings and training.

**Supervisory Responsibility:** Direct reporting subordinates include maintenance where applicable. This individual will be responsible for the coaching, instruction and development of associates within the department.

**Education/Experience:** The minimum educational background of an applicant to this position is a HS diploma/GED. A qualified applicant will have training/certification in maintenance. Must also have at least 5 years of warehouse management experience.

**Primary Accountabilities:**

- Supervise the usage of supplies and equipment for the facility.
- Troubleshoots all receiving and shipping complaints to find the cause, help resolve the issue, and prevent reoccurrence.
- Manages warehouse resources, shipping supplies and other consumables, including minor facility maintenance.
- Optimizes Microsoft AX ERP in inquiries for shipping, receiving, and back order filling functions.
- Conducts shipping and receiving processes and procedures as required to fill customer needs.
- Provides leadership for warehouse employees, including assessing and planning for overtime needs and use of flexible workforce.

**Technical Requirements:** Computer Skills - Possess or develop sufficient skills and knowledge of computer system (Microsoft AX ERP) to investigate problems and generate reports.

**Physical Requirements:**

- Stand/Walk - Possess the ability to stand and walk on feet all day while being in constant motion.
- Lift - Possess the physical strength and ability to lift totes and cases weighing up to 50 lbs. without risk of injury to self or others.
- Reach - Be able to reach totes or cases from conveyer system.
- Push - Possess the strength to safely push carts of totes or cases without risk of injury to self or others.
- Ability to operate powered industrial equipment safely without assistance.

To apply, please enter Warehouse Operations Supervisor in the subject line and email your resume to [hr@icemobility.com](mailto:hr@icemobility.com)