Warehouse Supervisor

Job Description

This position is responsible to perform administrative and supervisory functions related to warehouse activities and personnel. Supervise maintenance and security of facilities and vehicle fleet. Current opening in the Delmar Region.

Responsibilities:

- Insures effective warehouse performance and maintains inventory control of tools, parts and equipment
- Assists Plant Manager on projects, purchases of tools, test equipment and vehicles and job applicant interviews.
- Prepares specific inventory reports.
- Monitors inventories and orders materials as required
- Coordinates and schedules company vehicle maintenance, inspections and repairs
- Performs all duties of warehouse personnel, as required.
- Supervise and coordinate semi-annual inventory.
- Ensure hazardous substance are controlled, labeled, and handled in accordance with Occupational Safety and Health Act rules and regulations.

Other Requirements:

- Lifting and carrying equipment and use of forklift
- Thorough knowledge of inventory control, familiarity and use of computers
- Ability to organize and track a large inventory
- Position may require working various and changing shifts to accommodate business needs

Experience:

- This position requires a high school diploma or GED. One to two years’ experience in a warehouse environment.
- Inventory control experience is preferred.
- Proficient in Outlook, Excel, and Microsoft Word
- Previous experience supervising or coaching and developing staff required.

Education Requirements:

- High school diploma or general education degree (GED), required.
- Electronics course work preferred.

Licenses or Certificates:

- Must possess a valid Driver’s License and a safe driving record.