



## Warehouse Supervisor

**Job Title:** Warehouse Supervisor

**Pay Range:** \$17.00 to \$19.00

### **JOB SUMMARY:**

To coordinate flow of finished product through the warehouse, effectively using available areas, until dispatched on customer order for shipment.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for coordination and control of the handling, storage, and flow of finished product through warehouse area.
2. Receives daily production plan and shipping plan and arranges for excess to be stored in warehouse area. Directs forklift drivers to store goods in appropriate areas in line with the established storage plan.
3. Adjusts storage space assignments to handle daily flow of finished product.
4. Maintains storage location files on personal computer. Checks availability of items to be shipped by checking inventory records or conducting a spot inventory of required items.
5. Identifies and reports slow moving product. Identifies and, upon approval, arranges for removal of obsolete product.

### **Requirements**

### **ADDITIONAL RESPONSIBILITIES:**

1. May manually handle, repack, or restack pallets of finished product.
2. May operate forklift truck in slack periods.

### **JOB QUALIFICATIONS:**

1. Understanding of company product codes and terminology.
2. Valid state motor vehicle operator's license (for forklift truck).
3. Tact and human relations skills in dealing with employees.