



JOB POSITION

POSITION: Warehouse Supervisor
REPORTS TO: Warehouse Manager
DEPARTMENT: Warehouse and Transportation
HOURS: Varied

Responsibilities/Purpose:

The Warehouse Supervisor assists the Warehouse Manager in overseeing the daily operations of the distribution center. This position supervise 2 or more employees and will direct and coordinate activities of the warehouse and transportation operations to obtain optimum use of equipment, facilities and personnel by performing the following duties:

Essential Functions:

- Responsible for warehouse inventory control for the shift and continually seeks out improvements or best practices
- Responsible for routing for the next day's delivery tickets
- Responsible for ensuring shift is pulling and loading items for the next day delivery
- Responsible for sanitation and physical condition of warehouse, material handling equipment and rolling stock for the shift
- Responsible for the safety of employees and visitors during the night shift. Directs investigations of all accidents and recommends corrective action. Follows up to ensure that appropriate corrective action is taken
- Ensures compliance with all State, Federal, and Industry related administrative policies and procedures, safety rules as well as Brady policies/procedures

Secondary Functions: Able to perform all duties as assigned to the position upon request. Meets standards, knows and follows all company/department/safety policies and procedures. Personally delivers excellent internal and external customer service.

Essential Requirements:

Education: High School diploma or equivalent required.

Experience: 2 years warehouse/distributions or related experience required.

Abilities: Strong communications skills both verbal and written required. Bi-lingual English/Spanish preferred. Intermediate math skills required. Skilled in the use of computers, Microsoft Office suite of products (word, excel, power point) preferred. Ability to supervise others and foster a cooperative work environment. Strong customer service skills required to resolve customer complaints and concerns. Must be able to operate various pieces of equipment including forklifts, order pickers and reach trucks. Minimum of a Class B CDL preferred.