

December 2022

Warehouse Supervisor

Job Description

We are looking for an experienced Warehouse Supervisor to oversee safety and quality control of the daily warehousing procedures.

You will implement productivity, quality and servicing needs, ensuring all safety and quality procedures are followed. Ultimately, you should be able to ensure that daily and weekly operations of the warehouse team are fulfilled.

Requirements and Skills

- Proven work experience as a Warehouse Supervisor (minimum 2 years)
- Highly effective supervisory skills
- Ability to lead a team
- Usage of warehouse software packages (Training will be provided)
- Knowledge of Microsoft Office software (Word, Excel, PowerPoint)
- Ability to input, retrieve and analyse data
- Excellent communication and interpersonal skills
- Proven ability to direct and coordinate operations
- Strong organisational and time management skills

Responsibilities include:

- Achieving high levels of customer satisfaction through excellence in receiving, identifying, dispatching and **assuring quality of goods**
- Measuring and reporting the effectiveness of warehousing activities and employee's performance, sometimes working towards monthly goals
- Organizing and maintaining inventory and storage area
- Receiving & dispatching shipments while assuring Valutech's quality and safety standards are followed
- Measure and report the effectiveness of warehousing activities
- Responsible for organizing inventory and storage areas
- Ensure shipments are packaged safely and securely
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or suggest changes to work procedures and practices
- Confer and coordinate activities with other departments