

## **Job Functions / Responsibilities**

**The Warehouse Supervisor must be able to take direction, communicate clearly and maintain company standards without direct supervision as the company headquarters are out of state**

- Managing the daily warehouse operations including organization, staffing, shipping, receiving, freight, returns, parcels, transfers, RMA's and document processing
- Interview and train all warehouse staff
  
- Scheduling and assigning the warehouse personnel and equipment to efficiently handle the daily volume
- Managing and organizing the daily shipments after analyzing the reports
- Processing the daily shipping and receiving documentation
- Selecting the best shipping methods
- Maintaining inventory and conducting inventory cycle counts
- Managing staffing, training and safety requirements
  
- Ability to react to change productively
- Maintain superior standard in regard to warehouse cleanliness
- Perform employee reviews and disciplinary functions as needed
- Identify and present continuous improvement examples
- Manage maintenance of warehouse, office and delivery equipment

### **Minimum Requirements**

High School Diploma or GED

- Regularly lift and/or move up to 70 pounds
- Withstand heights up to 30 feet
- Possess basic problem solving skills, basic math and number recognition
- Safely operate all distribution center power equipment

Ability to be cross-trained and rotate through all warehouse functions as business needs dictate

### **Hours of Operation**

We are open Mon - Fri, 8am to 5pm.

**AES is a drug-free workplace. Must be able to pass a drug screen, including marijuana, and have a clean driving record.**