# Materials Handling Supervisor

# Job Summary:

The Materials Handling Supervisor will oversee and coordinate the work of employees who transport materials, supplies, and finished products.

# *Supervisory Responsibilities:*

* Hires and trains materials handlers.
* Oversees the daily workflow and scheduling of the Materials Handling department.
* Conducts performance evaluations that are timely and constructive.
* Handles discipline and termination of employees as needed and in accordance with company policy.

## Duties/Responsibilities:

* Maintains inventory, which includes keeping records in an inventory management system, acquiring additional stock as required, and distributing items from stock to fulfill requisitions.
* Ensures safe operation of equipment used to move and transport materials to and from the storage areas of the facility.
* Organizes and coordinates activities and staff schedules, ensuring fulfillment goals are met and that shipments are timely, accurate, and undamaged.
* Collaborates with managers and other departments to develop and modify materials handling processes and procedures.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Excellent organizational skills and attention to detail.
* Strong supervisory and leadership skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Proficient with Microsoft Office Suite or related software.

## Education and Experience:

* Associate’s degree in Business or related field or comparable experience required.
* At least three years of experience in a related area with some supervisory experience, preferred.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.