

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.

