
Warehouse Supervisor

Job Description:

This position requires an experienced, energetic, and detail-focused individual who is responsible for all aspects of warehouse functions and management. Responsibilities include but are not limited to stock checks, forklift operation, shipping/receiving, packaging, organizing, assembly of products, parts or custom orders. The Warehouse Associate will train others, also check quality and quantity before shipping or receiving while maintaining the warehouse in a safe and orderly fashion.

The Supervisor is responsible for ensuring compliance and administration of policies, procedures, and practices at their assigned location. As part of the onsite management team, they ensure the highest level of standards are achieved to meet the company's commitment to service, sustainability, safety, and solutions through proven leadership skills.

Duties and Responsibilities:

- Establish and maintain consistent and proper communication with internal and external management teams.
- Partner with onsite management team to ensure the customer's expectations of the highest level of quality standards and service are achieved.
- Ensure that the site meets or exceeds daily, weekly, and monthly production goals.
- Review and analyze daily and weekly reports to ensure constant improvement in operations.
- Ensure timely and accurate completion and administration of employment and labor transactions including employee scheduling, timekeeping, performance reviews, corrective actions, status changes, separations, attendance, and submission of required payroll data.
- Directly supervise and assist in recruiting, hiring, training, and retaining of employees.
- Administer operations standards for cost control, waste reduction, quality, safety, and on-time delivery of products and services.
- Provide leadership and guidance to employees, communicating goals, emphasizing accountability, and inspiring positive behavior changes.
- Work alongside warehouse personnel to ensure all tasks are performed.

Qualifications:

- 3+ years of experience in Warehouse Management.
- Experience in cell tower industry preferred.
- Proficient in Microsoft Office products.
- Must be able to make critical decisions while following company procedures.
- Able to perform work accurately and thoroughly.
- Able to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Able to communicate effectively with others verbally and in writing.
- Able to take care of the customers' needs while following company policies and procedures.
- Able to effectively build relationships with customers and coworkers.
- Able to identify and correct conditions that affect employee safety.



Education & Certifications

- High School or Equivalent (Preferred).
- Must be able to pass forklift certification.
- Valid Driver's License.

Wage:

- \$23.00 - \$35.00 per Hour

Benefits:

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| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Dental Insurance |
| <input type="checkbox"/> 401 (k) with match | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> AFLAC Offered | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Paid Time Off | |