STOCK ROOM SUPERVISOR/MANAGER

Job Duties and Responsibilities

The Stock Room Supervisor/Manager provides overall direction of stock room team members to ensure 100% customer satisfaction. Appraises performance, rewards and disciplines, addresses complaints, and resolves problems for Inventory Specialists

- Responsible for overall coordination and evaluation of the Stock Room
- Perform and manage cycle counts
- Engages in daily tasks including process improvement, inventory control, controlling and monitoring goals
- Trains new and existing staff on effective inventory techniques and daily tasks
- Conducts on-site inspections to evaluate and coach team members to ensure adherence to safety standards, such as proper stacking/packing techniques
- Responsible for monitoring, continuous improvement and reporting performance to upper management
- Plans layout of stockroom and other storage areas
- Approves all inventory adjustments made by stock room staff

Education and Experience

Associates degree or equivalent, 7+ years related experience and/or training; or equivalent combination of education and experience.

Skills and Qualifications

- Must be willing to work flexible hours, including weekends, and overtime
- Ability to read and comprehend simple instructions, short correspondence and memos
- Must also be able to write simple correspondence, effectively present information in one-on-one and small group situations to other employees of the organization
- APICS certification a big plus

Additional Information

Physical Demands:
- Employees must frequently lift and/or move up to 50 pounds
- Employees must be able to safely operate stock room equipment
Frequent bending, lifting, twisting and grasping