



WAREHOUSE SUPERVISOR

POSITION SUMMARY

The primary function of this position is to oversee the day to day success and safety of the door shop/millwork warehouse operation. The Warehouse Supervisor is responsible for employee safety programs, quality control, inventory management, expense procurement, shipping of stock, and maintaining customer relations and deadlines.

ESSENTIAL FUNCTIONS

- 100% compliant with safety rules and regulations (environmental, health & safety)
- Analyze weekly inventory of all items used in production to maintain superior material management and on time delivery
- Maintain high product quality standards by checking each unit as it is completed
- Forecast weekly manpower and scheduling needed to execute up-to-date order production
- Coordinate production schedule and instruct employees and temporary help on their duties for the day.
- Maximize production by strategically placing people where they are needed
- Maintain the safety of the working environment, equipment and employees
- Use lift truck to load and or unload trucks with items received or shipped
- Must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 80 lbs of product
- Supervision of several direct reports including performance management, training, and coaching as required

QUALIFICATIONS / REQUIREMENTS

- Must have 5+ years of Interior and Exterior door warehouse experience
- Fork Lift experience
- Knowledge of current safety standards
- Demonstrated ability to lead, coordinate, and motivate people in a team environment
- Strong interpersonal and communication skills
- Proficient in Microsoft Word and Excel
- Inventory control experience
- Ability to multi-task in a very high-paced environment
- Must display ability to resolve conflicts and solve problems quickly and accurately
- Must be physically able to assist with loading and unloading of product
- Ability to pass drug test and background verifications

REQUIREMENTS

- Must have a valid driver's license and a clean driving record
- Experience working in RESIDENTIAL DOOR production and distribution industry
- 5+ years supervisory and/or management experience
- Willingness to constantly strive to change and improve processes
- ThermaTru entry door product experience a plus but not required