



## UNDERCAR PLUS

## JOB DESCRIPTION

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**Title:**  
**Department**

**Warehouse Supervisor**  
**Warehouse**

### Summary

We are seeking a warehouse Supervisor to oversee and coordinate the daily warehousing activities. Implementation of procedures, maintain productivity, safety precautions and ensure quality and ethical standards.

### Responsibilities

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments

### Requirements

- Proven warehouse supervisory experience
- Highly effective supervisory skills and techniques
- Knowledge of warehouse software packages and MS Office proficiency
- Ability to input, retrieve and analyze data
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Proven ability to direct and coordinate operations
- Strong organizational and time management skills