



Warehouse Supervisor

Opportunity Workshop of Lexington

Effective Date: Oct 01, 2019

Review Date: Jun 01, 2022

Revision Date: Jun 01, 2022

Revision Number: 0

POSITION DESCRIPTION

Position: LMC Warehouse Supervisor

Description: Responsible for coordinating all incoming and outgoing parts and assemblies for customers.

Accountability: Reports to LMC Operations Manager

Position Type: Full time with benefits

Pay Type: Hourly position

FLSA Status: Non-Exempt

SCOPE

The LMC Warehouse Supervisor assists the Operations Manager and the Director of Manufacturing in accomplishing company goals and objectives. Their primary responsibilities are coordinating all incoming and outgoing parts and assemblies, releasing orders, build tickets, updating systems, and corresponding with LMC team and customers as to the status of orders.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

Education and Experience

- High School Diploma or GED
- Minimum two (2) years successful work experience in the areas to be supervised

Skills and Knowledge

- Possess the ability to work in a fast-paced and continually changing environment
- Self-directed requiring little ongoing supervision to handle daily activities
- Promotes teamwork and team goals
- Ability to solve problems
- Strong organization skills and attention to details
- Good time management skills and the ability to meet deadlines
- Ability to use computer based systems and office software products

LMC SUPERVISOR COMPETENCIES

Cultural Competencies

- Maintains an environment supporting the LMC's Purpose, Vision, Mission and Core Values
- Fosters an inclusive workplace valuing diversity and individual differences
- Considers cultural differences when implementing training strategies

Functional and Technical

- Disseminates warehouse task daily
- Understand AM/ PM truck schedules (inbound & outbound)
- Maintains current Inventory System
- Maintains excellent communication with customers regarding orders status
- Receives and distributes BOM
- Scarps nonconforming material
- Order parts
- Cycle counts
- Ensures safety audits are carried out by employees
- Ensures ISO processes are followed by
 - Verifying printed packing slips are accurate
 - Controlling non-conforming materials
 - Verifying received parts
 - Updating inventory systems



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Leadership

- Maintains the workgroup as a team, promoting an environment of engagement in problem-solving and continual improvement.
- Inspires team commitment and trust
- Encourages group problem solving through collaborative decision-making
- Leads by example
- Demonstrates leadership during adoption of new processes
- Communicates in a respectful, clear, organized manner
- Applies active listening skills by checking for understanding and asking for clarification
- Handles discipline by facilitating effective problem solving, consulting with HR if appropriate