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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Warehouse Supervisor (Warehouse Manager, Warehouse Team Leader) -Exempt**

**Reports to:** **Branch Manager**

**Job Summary:**

The Warehouse Supervisor position is responsible for all warehouse operations, including managing other warehouse personnel, shipping and receiving, physical warehouse organization, inventory accuracy, customer deliveries, and facilities safety, maintenance, and cleanliness.

**Job Functions:**

* Manage warehouse staff. Manage daily work flow, ensuring that all responsibilities are assigned. Cross train employees to minimize coverage issues. Provide basic product identification and nomenclature training to warehouse staff. Perform performance reviews.
* Interview prospective candidates for open warehouse positions and provide feedback to Branch Manager regarding suitable candidates for hire.
* Manage relationship with small parcel and LTL freight carriers. Provide feedback to Branch Manager of needed changes. Ensure that 3rd party software is current and interfacing with ERP inventory system completely. Ensure that all shipments are picked up daily.
* Ensure overall warehouse inventory accuracy. Track cycle count accuracy and provide support to resolve discrepancies.
* Coordinate efforts with Purchasing and Sales staff to arrange for vendor pickups, coordinate returns to vendors, and arrange for special service to customers. Segregate non-sock, non-committed inventory for eventual return to vendors or disposal.
* Continually review placement of inventory to minimize picking time and to maximize accuracy of inventory counts. Work with Branch Manager on large warehouse layout changes.
* Ensure that delivery personnel are providing timely service to customers. Provide problem resolution for any delivery errors and/or customer complaints.
* Ensure safety, organization, and cleanliness of the warehouse, the grounds and the delivery vehicles. Advise Branch Manager of necessary repairs and coordinate extensive repairs with 3rd parties. Review safety training with all staff. Ensure that warehouse is free from all hazardous conditions. Oversee the cleaning schedule and assign responsibilities to staff.
* Provide coverage for all warehouse duties as needed, due to staff absences.
* Perform other duties as requested by management.

**Skills Needed:**

* Employee management skills including providing direction, listening, and providing constructive feedback. Able to assess the value of current and potential staff.
* Ability to make quick and effective decisions.
* Effective verbal communicator to warehouse staff, other departmental staff, and customers.
* Complete understanding of all aspects of the basic Warehouse position. Ability to lead by example.
* Accurate and thorough regarding all inventory and shipping/receiving activities.
* Basic knowledge of building and vehicle operation.

**Education Required:**

* High school diploma and Associates Degree.
* Beginning coursework in business management.
* Basic computer keyboarding and thorough knowledge of MS Office.

**Other:**

* Reports to the Branch Manager in small locations or the Operations manager in larger facilities.
* May also communicate directly with inside sales personnel regarding any special inventory, shipping, or customer service requests.
* Must be able to stand for prolonged periods (> 1 hour) without sitting. Able to lift products weighing up to 70 pounds without assistance. Must be certified for lift truck operation and for CDL, if driving a large delivery vehicle. Normal work hours M-F.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc.** provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.