

Job Description

Job Title: Branch Warehouse Supervisor
Supervisor: Branch Operations Manager
Prepared By: Director of Operations
Approved By: Rich Dunlap, President

Department: Operations
FLSA Status: Non-Exempt
Prepared Date: January 16, 2019
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Summary

Handles daily operations of the warehouse and delivery, including freight, shipping and receiving, returns and transfers maintaining high levels of accuracy in day-to-day operations, and provide impeccable customer service to our clients.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

- Oversees and establishes operational procedures for verification of incoming and outgoing shipments, handling and disposition of merchandise, and keeping of warehouse inventory.
- Accountable for dispatch of delivered goods to internal and external customers. Effectively plans daily delivery schedule and coordinates with inside sales, outside sales, rebar fabrication, other branches, and customers.
- Directs reclamation of damaged and distressed merchandise.
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Controls inventory levels by conducting physical counts that reconcile with computer inventory system and ensuring proper turns of dated product.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment to ensure efficient space utilization; inspecting equipment and issuing work orders for repair and requisitions for replacement.
- Maintains physical condition of transportation fleet by inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Maintains warehouse and driver staff by recruiting, selecting, orienting, and training employees.
- Maintains driver and warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Will be expected to cross train and become proficient in all branch duties, including showroom, front counter, and driver roles. If filling delivery driver role is required, proper certification must be met.

The job description and responsibilities described are intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Competencies – To perform the job successfully, an individual should demonstrate the following competencies.

Job Knowledge - Competent in required job skills and knowledge including hands-on experience with warehouse management software and databases; exhibits ability to learn

and apply new skills; keeps abreast of current developments; best practices; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience – High school diploma or equivalent; or one to two years related experience and training; or equivalent combination of education and experience.

Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers and employees.

Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have knowledge of inventory software; order processing systems; Microsoft Excel, Word, and Outlook.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or

balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employer (EOE); Minority/Female/Disabled/Veteran (M/F/D/V); Drug-Free Workplace (DFW)