



Job Title: Warehouse Supervisor
Employment Status: Full-Time
Classification: Non-Exempt
Work Schedule: Monday-Friday with occasional weekends
Travel: Required for training and execution of job duties
Reports to: Materials Manager
Supervisory Responsibilities: Yes

Position Summary: Lead and manage shipping, receiving and material handling activities at the North Carolina location. Oversee all shipping and receiving activities including staging, packaging, warehousing, and lift truck operation. Maintain safe and organized warehouse and stocking locations. Assist with inventory control efforts by overseeing physical counts and stock rotation.

Essential Functions

- **Safety:** Ensure that safety procedures are adhered to at all times include handling of lift trucks, warehouse equipment/tools, lifting techniques, and wearing personal protective equipment as required. Ensure that forklift driving certification is maintained for department.
- **Leadership:** Maintain proper shipping/receiving staffing levels through coordinated efforts with production management; hire qualified staff and contract employees when necessary to support efficient production levels. Motivate and encourage teamwork within the workforce and foster growth and development.
- **Receiving:** Oversee receiving activities ensuring that incoming freight is received in good order and properly matched to the packing slip and purchase order. Oversee handling of damaged items or other inventory discrepancies ensuring that proper documentation is executed and appropriate personnel are notified immediately. Enter receiving inventory into designated system in an accurate and timely manner.
- **Shipping:** Oversee shipping activities ensuring that outgoing freight is accurately pulled from stock, matches pick note, and shipped within specified time frame. Coordinate shipments including obtaining freight quotes and scheduling carriers, create shipping labels and bill of lading, compile and distribute Certificates of Analysis. Ensure that all shipping documentation is in order including lot tracking before an order is loaded and released to the transportation company.
- **Warehousing:** Maintain a clean and organized warehouse that maximizes space and adheres to health/safety requirements; store all incoming stock in proper warehouse location; ensure properly turned stock by maintaining a FIFO system; take proper precautions securing warehouse contents against loss.
- **Inventory Control:** Coordinate cycle counting and year-end inventory counting activities. Analyze inventory variances and initiate corrective actions.

Other Duties

- **Teamwork:** Establish and maintain positive relationships by communicating in a respectful and professional manner. Deal with difficult situations with tact and resourcefulness. Coordinate activities of the warehouse with activities of other departments to provide products to customers in an accurately and timely manner; respond to requests and provide pertinent information to achieve and maintain a positive team environment. Actively participate in NCMR dispositions and meetings to achieve continuous improvement initiatives.

This is not meant to be a comprehensive listing of activities, duties, and responsibilities. These items may change or new items may be assigned with or without notice.

Experience and Education Requirements

- High School Diploma or equivalent
- College education a plus
- Minimum three years' leadership experience
- Minimum 5 years shipping/receiving experience

Knowledge, Skills, and Abilities (KSA's) Required

- Highly organized and ability to multitask
- Strong written and verbal communication skills
- Good collaboration and people skills
- Self-motivated with ability to work without direct supervision
- Proficient in Microsoft Office

Other Qualifications

- Valid Driver's license with acceptable driving record
- Forklift certified
- Covid-19 vaccination: *Because business travel is an essential function of this position, Gusmer requires that any individual holding this position is fully vaccinated for Covid-19 and can show proof of same prior to commencing employment. This requirement is based on travel guidance and recommendations from the Centers for Disease Control and Prevention and is consistent with Gusmer's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of Gusmer's employees and their families, its customers and visitors, and the community at large.*

Physical Requirements

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to walk on normal and uneven surfaces and sit; use hands for writing and keyboarding; lift and/or move up to 50 pounds. The employee is occasionally required to lift, carry, and push up to 65 pounds; stand, stoop, and bend; and hand grip up to 20 pounds. The employee is required to use a ladder to reach high areas for performing work. This position also requires hand coordination to operate a forklift and scissor lift. The employee may occasionally encounter uneven and/or slippery surfaces when in warehouse.

Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with customers and fellow employees, and visual acuity sufficient to read a computer screen and paper documents.

Working Conditions

This position typically functions in a manufacturing and warehouse environment. Exposure to hot and cold temperatures is dependent on climate. Exposure to dusty conditions may exist at times. The job may require working outdoors on occasion.

EEO Policy Statement:

Gusmer Enterprises, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Gusmer will also consider requests for reasonable accommodations made by applicants and employees on an individualized basis, including those based on disabilities and sincerely-held religious beliefs, where such accommodations do not impose an undue burden on the business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.