



## **Warehouse Supervisor (Afternoon Shift)**

### **OUTLINE for Warehouse Supervisor:**

Oversees the daily activity of the warehouse crews and exhibits leadership skills. Assists Warehouse Manager in setting employee schedules, communicates tasks to employees and ensures they are completed and provides real-time training for warehouse employees.

### **QUALIFICATIONS for Warehouse Supervisor:**

- Must be able to perform all tasks required of a warehouse employee.
- Must have high attention to detail.
- Requires multi-tasking, and time management.
- Able to lift 50 lbs. on a routine basis.
- Forklift certification, and two years of warehousing experience necessary.
- Ability to use a computer.
- Must be able to read and write English.
- Must successfully pass a criminal background investigation and pre-employment drug test.

### **DUTIES AND RESPONSIBILITIES for Warehouse Supervisor:**

- Supervises the work of assigned warehouse crew members.
- Complete work in the order assigned by the Warehouse Manager.
- Train warehouse employees in proper protocol and safety techniques in real-time.
- Ensures that equipment is used only by trained crew members in order to minimize risk.
- Complete documentation necessary for each job or order, such as inventory control forms, exception sheets, "bingo" sheets, receiving reports and shipping documents.

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Able's dedicated leadership and employees consistently work to provide the best, most professional, responsive, and safe relocation services available to corporate, government, residential, and commercial clients on the move. In the role of client advocate, Able Moving & Storage brings extensive management, planning, and operations experience in performing the necessary solutions for your firm's relocation needs. Able performs requirements under various contracts with large corporations as



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- Household Relocations
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- Containerized Storage, Receiving & Distribution Services
- Commercial/Office Relocation

Required experience:

- Forklift certification and a minimum of 2 years warehouse experience is required.
- Previous supervisory experience is preferred.

Required education:

- High school or equivalent