

Warehouse Supervisor

 **Department:** Production  **Reports to:** Production Manager  **Employment Type:** non-exempt

About the position:

The Warehouse Supervisor operates safe, compliant, and efficient warehousing processes to ensure that materials are properly handled while fulfilling orders in a timely manner.

About us:

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems such as coatings, adhesives, sealants and elastomers for a wide variety of industrial and sports applications since 1991. To this day, we have been family-owned and operated, providing us with a solid base for the considerable growth we have experienced in the past two decades. With production and research facilities located in Germany, France, Dubai, the United States and the United Kingdom, we employ over 200 employees, manufacture and develop over 1,500 products, and serve over 5,000 customers globally.



Responsibilities

- Responsible for the clean and efficient warehousing and inventory control of raw materials and finished goods, ensuring maximum, safe utilization of warehouse facilities
- Oversees shipping and receiving and packaging support; packages and stocks finished product according to FIFO principles and Management System policy
- Operates equipment such as lift equipment to transport material within the warehouse and trains team on compliant and safe warehouse practices, appropriate use of machinery, equipment, and technology
- Ensures warehouse procedures, forms, and policies are current and followed by employees; participates in investigations of non-compliance
- Management of raw materials and consumables including assisting purchasing department, receipt of goods, efficiently organized warehousing following FIFO principals, and coordinating movement of materials between plant and warehouse
- Inspects and verifies products, materials, and equipment before storing in warehouse
- Reviews all shipping and receiving documents, such as pick sheets, bills of lading, HAZMAT signage, etc. to ensure accuracy and completion
- Works with truck drivers to ensure powder area inventory is stocked adequately from the off-site warehouse
- Coordinates with the Accounting Department to ensure the packed inventory count is aligned with the electronic (Sage) counts
- Uses Sage Software to confirm inventory at all warehouse sites
- Proactively understand and follow company Management System objectives and procedures relevant to job function (ISO and Responsible Care) including completion of related training initially and ongoing
- Live and promote corporate values
- Other tasks and responsibilities as assigned by department hierarchy

Skills, Experience & Requirements

- Warehouse management experience strongly preferred
- Mechanical knowledge preferred
- Must be able to operate variety of devices, machines, and material handling equipment and train others on their usage
- First Responder training (First Aid and CPR) and fork-lift certification preferred
- ERP and Batch Automation systems (Sage and Siemens)
- Confined Space Entry certification preferred; knowledge of requirements required
- Completion of HazMat Ground Shipper Certification (training provided by the company)
- Knowledge of OSHA requirements, ISO 9001, and Responsible Care preferred
- Ability to use standard office equipment such as computers, phones, photocopiers, and fax machines
- Strong work ethic, positive attitude, and the ability to work well with others
- Ability to follow and instill teaming principles
- All candidates must undergo and pass a drug screening and a reference security check.

Disclaimer:

The above statements are intended to describe the general nature and level, or work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Have we sparked your interest? Then we look forward to your application. Send resume and cover letter to:



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