

Hiring- 2021-9-2

Warehouse Supervisor Job Description

- Manage and oversee the warehouse operations of the store
- Read customer order, work order, shipping order, or requisition to assemble customer orders from stock and place order on pallet or shelves.
- Sort and place materials or items on racks, shelves
- Complete all paperwork pertaining to inventory, which includes shipping confirmations, receiving confirmations, purchase orders, open orders, order check-off, and UPS.
- Monitor & ensure accuracy of store inventory.
- Label all orders and back stock clearly.
- Load and unload customer vehicles; ensure proper paperwork is completed and signed off by the customer after loading of product
- Process incoming freight trucks in a timely manner.
- Proper use of equipment, including but not limited to forklifts, to move inventory.
- Keep Warehouse clean and organized
- Inspect equipment to maintain good working order.
- Other duties as assigned.

Qualifications

- Must have 1 plus years of Warehouse experience. No management experience needed, will train.
- Good & positive attitude. Willing to learn
- Must have computer experience, able to use Microsoft excel

Please email your Resume to Job@SincereHomeDecor.com