

Title: Warehouse Supervisor

Location: Poway, CA

Position Status: Full Time Part Time

Work Schedule:

Regular hours are Monday - Friday between the hours of 7:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

Brief Job Description:

Warehouse Supervisor is primarily engaged in overseeing the receiving, storage, and/or shipping of general merchandise and other warehouse products.

Duties and Responsibilities:

- Acts as the first-level supervisor for warehouseman within facilities
- Provides a range of logistics services such as labeling, breaking bulk, inventory control/management, light assembly, order entry and fulfillment, packaging, pick and pack, price marking and ticketing, and transportation arrangement
- Updates database daily by inputting the receipt of inbound shipments, processing shipping documents, and conducting inventories
- Reviews shipping documentation to ensure that everything that is being claimed to be on the shipment documents has actually arrived/shipped
- Performs monthly cycle counts and inventory adjustments and reports damages or errors to the customer
- Cleans and organizes warehouse, equipment, and items in stock as needed
- Performs other tasks as needed

Education, Experience and Qualifications:

- Must be a US citizen
- Must be able to obtain and maintain a DoD Security Clearance
- Must have a High School Diploma or equivalent
- Must have five (5) years of relevant experience in general supply operations to include warehouse operations, shipping/receiving, inventory management, and warehouse layout; Prior military experience may be substituted for experience
- Must be able to lift, move, and transport systems
- Must be able to obtain and possess an OSHA certified forklift license (Government Operator's Permit [OF 346]) in accordance with AR 600-55
- Must pass a drug screening
- Must be knowledgeable in Army supply and logistics processes and systems
- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

Physical Requirements:

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

Work Environment:

Generally, work is conducted in an inside warehouse environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

Other Essential Functions:

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

T&W Operations is an equal opportunity employer. The company will provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity or any other characteristic protected by applicable federal or state law. This policy applies to all terms, conditions, and privileges of employment and all policies of the company

At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.