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## Receiving/Stockroom Supervisor

Reports to: Chief Operating Officer  
FLSA Status: Exempt

Department: Receiving

Opening Date: October 9, 2017

Closing Date: Open Until Filled

### **JOB SUMMARY:**

Supervises Receiving and Stockroom staff, develops and maintains processes related to receiving, storage, internal distribution and/or the receiving of manufactured products and component parts. Manages day-to-day warehouse activities to ensure key processes are accomplished daily. Responsible for cycle count process in both Stockroom and Floor stock inventory, identify inventory control issues, identify root cause and take correct action to ensure no further occurrence. Develop and implement strategies to streamline receiving and picking of product. Responsible for activities related to MRO purchases and management of related suppliers.

### **ESSENTIAL FUNCTIONS:**

1. Evaluates and recommends systems, methods, equipment, space and staffing needs to ensure the efficient flow of materials and products.
2. Capable to work in cross functional teams to create process flow maps, identify opportunities to implement greater process efficiency and flow including receiving and picking process, improve storage density to ensure efficient utilization of space and labor.
3. Maintains internal communication between purchasing, sales, production and other departments to best assist others with regard to material receipt and delivery.
4. Secures and protects company assets from damage, loss or theft.
5. Monitors inventory levels and advises appropriate managers of overage or shortage conditions. Maintains records necessary to track receipt or distribution of materials.
6. Conducts inventory cycle counts and is responsible for inventory accuracy in both Stockroom and Floor Stock. Identifies inventory control issues, identify root cause and takes timely corrective action to ensure no further occurrence of the issue.
7. Supervises, selects, trains and evaluates the progress of assigned staff; ensures compliance with all company policies and safety practices.
8. Other duties as assigned.

### **JOB REQUIREMENTS:**

- Minimum of five years experience as a Warehouse lead or related leadership experience.
- Bachelor's degree in Operations or Business is desirable.
- Ability to create, access, input and analyze computer data and reports.
- Proven satisfactory leadership, organizational and communication skills.
- Forklift certification required.
- Proficient in Microsoft Excel, Word and PowerPoint. Oracle experience, preferable

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