

Bedford Falls Book Fairs

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Job Description - Warehouse Supervisor

Overview

A Warehouse Supervisor performs leadership, management, and organizational tasks to ensure team members work efficiently and effectively in the warehouse environment.

Duties & responsibilities:

1. Creating daily and weekly schedules for team members.
2. Monitoring attendance, tardiness, and time off.
3. Assigning duties to specific associates based upon their roles and skill set within the warehouse.
4. Supervising associates and assisting with tasks as necessary.
5. Conducting performance reviews and sharing feedback with management
6. Managing associate requests.
7. Training new team members.
8. Adhering to company policies on safety and employee standards.
9. Development and maintenance of a "team" within the warehouse.

Salary Range: \$40,000 - \$60,000 annual salary

(based upon experience and prior job history)

Skills and Qualifications:

1. Excellent communication and interpersonal skills.
2. Leadership skills in decision making, motivation and goal setting.
3. Strong problem solving skills.
4. Exceptional organization and time management skills.
5. Ability to work as a team and collaborate effectively.
6. Able to develop a solid understanding of the business.
7. Understand health, safety, and time keeping standards ensuring federal requirements are met.
8. Comfortable with workplace technology.
9. Basic math skills.

Education:

1. AA College degree or equivalent.

Perks and Benefits:

- Medical Benefits offered to full time associates
- 2 weeks PTO after 6 months of employment
- 6 paid holidays (prorated for part time associates)
- Flexible hours
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