

Material Handling Management: Supervisor, Material Handling

Supervises employees who use a variety of equipment such as forklifts, conveyers, cranes, hand carts, and power trucks to move materials, parts, assemblies, and finished products or goods within a plant, office, or warehouse. Oversees the processing, packaging, and storage of supplies, materials, and equipment. May assist in selecting appropriate containers and wrapping methods for materials to be shipped or stored. Coordinates with engineers, shippers, carton manufacturers, and carpenters for special crating and packing requirements. Supervises employees who maintain records and check invoices/bills of lading. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Directs all phases of Assembly Stockroom functions, establishing policies and procedures to implement within the guidelines authorized.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liaison

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

Operations Involvement/Direct Work Involvement

Monitors work operations on a daily basis and actively assists, or provides direction to subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational units. Supervises all functions related to shipping and receiving of all goods and equipment entering and leaving assigned locations. Directs and reviews all activities required to prepare goods for shipment. Ensures the timely receipt and delivery of goods received to the correct destination in the facility. Supervises all clerical functions associated with the Shipping and Receiving Department. Establishes, maintains, and supervises an effective Assembly Stockroom organization for the efficient operation of all assigned responsibilities, including the receipt, storage, kitting, issuance, and maintenance of inventory records for the Assembly Stockroom. Determines organizational structure, budget requirements, controls and manpower needs to meet Assembly Stockroom Department's objectives in a timely and cost effective manner.

Minimum Education and Experience

High school graduate, college graduate preferred. 3 years of professional experience in Material Handling, Stockroom, Inventory Control, or Shipping and Receiving areas.