



Job Posting

Position: Supply Room Supervisor

Department: Supply Chain

Reports To: Logistics & Supply Chain Manager

Duties:

- Manages the receiving, storing, and dispersing of stockroom supplies
- Supervises other stockroom/warehouse personnel; duties include planning, organizing and directing work, and training personnel.
- Verifies deliveries made by UPS, FedEx, and LTL carriers match packing slips. Contact suppliers on any disputes between what is physically received and what packing slips state.
- Maintains adequate inventory levels of items which are deemed your responsibility.
- Places purchase orders with approved vendors to reorder routine supplies; processes paperwork related to supply requests, including small purchase orders, and purchase requisitions.
- Performs clerical duties related to maintaining stock inventories and stockroom; may operate a computer terminal and/or personal computer.
- Other duties may be added as the need arises.

Requirements:

- Basic knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to receive, stock, and/or deliver goods and lift up to 50 lbs.
- Basic skill in the use of personal computers and related software applications.
- Ability to receive, track, and distribute materials, supplies, and equipment.
- Ability to prepare routine administrative paperwork.
- Ability to read, understand, follow, and enforce safety procedures.