



Tower Laboratories, Ltd.

WAREHOUSE SUPERVISOR

Montague, MI

POSITION SUMMARY:

Hands on position that manages various functions of the Warehouse department as well as the responsibilities and activities of the personnel. Primarily responsible for coordinating the shipment of finished goods and receipt of chemicals and packaging materials. Maintain inventory of finished goods and coordinate production schedules with Production Manager.

RESPONSIBILITIES:

Manpower

- Set manning schedule
- Supervise and assign work to warehouse associates
- Ensure work is being executed against SOPs, coach, enforce responsibilities of warehouse crew timely
- Audit that corrections are being completed w/in 24 hrs.

Safety – observe and practice all safety precautions

Outgoing/Shipping

- Implement the weekly/daily ship list to improve OTD metrics
- Coordinate the shipping of finished products to include, stacking, staging and preparation of all shipping documentation
- Maintain shipping documents (BOL, pick-sheets, etc.)
- Maintain inventory of finished goods
- Coordinate dock times and foster good relations w/ carriers

Incoming/Receiving

- Coordinate the receiving of all chemical and packaging materials
- Inspect materials to make sure there is no contamination or damage
- Assign accession numbers and place in quarantine until inspected and released by QA
- Coordinate dock times and foster good relations w/ carriers

Customer Service

- Support company mission and values
- Assure that production has job sets completed and staged in time to meet schedule
- Coordinate and complete all department requests w/in agreed amount of time
- Support Inventory/Space Management Specialist with warehouse inventory and organization
- Assist w/ additional duties assigned by management

Lead safety culture in warehouse operations. Seek out and address safety improvements needed.

QUALIFICATIONS:

- Minimum 3 years experience in shipping and receiving
- 2-3 years of supervisory experience in a manufacturing environment
- Comprehensive knowledge of overall shipping and receiving functions
- Demonstrated leadership ability
- Basic math skills
- Strong organizational skills; attention to detail; ability to prioritize and manage multiple tasks
- Ability to communicate effectively with team members and other plant personnel and outside vendors
- Fork lift operation skills
- Demonstrated record of excellence in continuous improvement, and change management, resulting in improved performance, efficiency, cost management, safety, and employee morale.
- Knowledge and experience with master planning processes (Supply, Demand, Scheduling, MRP and Sales Operations Planning processes)
- Expertise in Microsoft Office Suite, particularly Excel
- Excellent interpersonal, verbal and written communication skills
- Able to work effectively in a cross-functional capacity within the organization
- Strong planning skills and problem solving skills. Able to successfully overcome exceptions

Qualified candidates may email resume, letter of introduction and salary requirements to hr@towerlabs.com.