

Job description

Position Profile – Warehouse Supervisor

Qualifications:

As a Warehouse Décor Supervisor, you should have the following: He/She is organized and takes pride in their work, is a team player and readily steps in wherever help is needed. They are professional in their actions and appearance and are detailed in their work efforts. They must have excellent communication skills and the ability to follow instructions and meet deadlines. This person should be able to work under minimal supervision and complete tasks in a timely manner.

The duties & responsibilities of a warehouse supervisor include, but are not limited to, the following:

- Gather, stage and load trucks with all items needed for events
- Unload, process and return items upon return of events
- Ensure Inventory management processing and reporting any damage to items returned from site
- Pull proper equipment and correct quantities needed per inventory sheets
- Ensure products are packaged properly for optimal shipping
- Maintain, clean and repair if needed items that reside in the warehouse
- Tag items with proper labels
- Follow implemented guidelines for orders
- Maintain the organization and cleanliness of the warehouse according to the guidelines set forth

Required:

- Able to lift at least 50lbs
- Able to work in a hot/cold environment for extended periods of time
- Must be able to stand and walk around for 8+ hours per day

Preferred:

- High School diploma or GED
- Previous warehouse experience of 1 plus years

Time Commitment

- This is part-time/seasonal position with hours dependent on amount of events sold. Weeks can range from part time to full time hours. The company cannot guarantee a set schedule or set hours.

Job Types: Part-time, Full-time

Salary: From \$23.00 per hour

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability