



Republic Plastics

Position Title: Warehouse Manager
Department: Warehouse
Reports to: Operations Manager
FLSA Status: Salary
Revision Date: 7/31/2015

Position Summary:

The Warehouse Supervisor is responsible for overseeing and coordinating daily warehousing and planning activities and supervising all warehouse associates. The Warehouse Supervisor ensures that the company safely and efficiently produces the highest quality products at the lowest achievable price by overseeing the safe receipt storage, retrieval and timely dispatch of goods. They are required to implement and comply with all human resource, safety, quality and housekeeping policies and procedures. The person in this position is also responsible for meeting and exceeding the Company's financial goals and production objectives, and continuously improving the Company's people and processes.

Responsibilities:

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The Warehouse Supervisor essential job duties, but are not limited to the following.

- Observe, follow and model all safety policies and procedures at all times.
- Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures
- Supervise all full time and temporary production Associates by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Prioritize and coordinate daily warehouse workload of warehouse personnel.
- Measure and report the effectiveness of warehousing activities and employees performance
- Communicate job expectations and coach employees
- Ensure that all Associates receive demonstrations and training on equipment operations and safety procedures.
- Ensures that established policies, rules and regulations, and procedures are implemented and followed. Seeks to maintain consistency with other shifts and other RP facilities.
- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Meet warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements

- Meet warehouse financial standards by providing budget information; monitoring expenditures; identifying variances; implementing corrective actions
- Supervises loading and unloading of trucks and verifies that paperwork is correctly signed.
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Move inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments
- Maintain storage area by organizing floor space; adhering to storage design principles; recommending improvements
- Maintain inventory by conducting periodic physical counts; reconciling variances; inputting data
- Confer with management, other supervisors, and/or subordinates to resolve worker problems, complaints, or grievances.
- Implement, follow and enforce safety and sanitation regulations.
- Confer and coordinate activities with other departments, including, but not limited to, Production, Logistics, and Customer Service
- Lead, manage and discipline Associates when appropriate.
- Direct and coordinate the activities of associates engaged in the storing, organizing and loading of product.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Read and analyze charts, work orders, shipping schedules, and other records and reports to determine requirements and to evaluate current shipping needs.
- Work with other team members to complete tasks and achieve department goals.
- Follow instructions and directions provided by the Operations Manager and/or other members of management.
- Follow, comply with and model all company rules, policies and directives, including the Associate Handbook.
- Attend work as scheduled and/or requested by the Operations Manager and/or other members of management.

This list of job duties is not all-encompassing. Associates will be expected to perform all other duties that will be assigned as necessary.

Required Physical and Mental Abilities:

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Warehouse Supervisor position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, or hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds.
- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.

- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Trunk Strength* - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- *Near Vision* - The ability to see details at close range (within a few feet of the observer).
- *Speech Recognition* - The ability to identify and understand the speech of another person.
- *Speech Clarity* - The ability to speak clearly so others can understand you.
- *Selective Attention* – The ability to concentrate on a task over a period of time without being distracted.
- *Problem Sensitivity* – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing that there is a problem.
- *Language Skills* – Must be able to read and comprehend simple instructions, short correspondence, and memos in English as required for work and business related purposes. Must also be able to write and communicate in English in simple correspondence and to effectively present information in one-on-one and small group situations to other associates as required for work-related tasks. Must also be able to understand and converse in English during emergencies and circumstances or situations where associates must be able to communicate to ensure the safety of themselves, other associates, and/or company property.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Management of Personnel Resources* - Motivating, developing, communicating and directing Associates as they work, identifying the best Associate for the job.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.

Experience and Education:

Bachelor's Degree or higher in Business Administration, or related field plus 3-4 years of experience in supervising warehouse operations in a manufacturing environment or a Minimum of 10+ years of experience supervising warehouse operations in a manufacturing environment is required. Equivalent experience may be substituted for educational requirement where associate demonstrates the necessary skills and capability.

Computer Skills:

Must possess basic computer knowledge, including, but not limited to, the ability to generate and edit word processing documents and spreadsheet reports.

Language Skills:

The ability to read and comprehend high level correspondence in English as well as communicate orally and in writing in English at a collegiate level. The ability to effectively present information in one on one and group situations to customers, vendors and Associates of the Company.

Mathematical Skills:

The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, and understand and employ the fundamentals of plane and solid geometry and trigonometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. The Associate must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Forklift certification required.

Work Environment:

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The associate is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. The associate will be exposed to high-pressure operating systems, including water, air, molten plastics and butane. The Associate will be exposed to temperatures and atmospheric conditions typical of a manufacturing environment, including excessively warm or cold temperatures.

Comments:

This is not an all-encompassing list, and other duties will be assigned as required. This position is a key position in the self-directed - teamwork driven production environment of Republic Plastics. An individual in the Warehouse Supervisor position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets. The associate bonus program is driven by safety, quality, and productivity; in that order of priority.

Company Core Values

Within our manufacturing organization and in adherence to our corporate values, we will treat each other and anyone who enters our facility with the utmost respect and dignity. We will endeavor to excel at, and hold each other to the following values in everything we do.

Safety – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.

Teamwork - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.

Accountability - the willingness to accept responsibility for one's actions.

Positive Attitude - a state of mind in relationship to our work environment and accomplishing our goals.

Quality/Excellence - the nature by which each of our products, service and interaction can be identified as good or worthy.

Integrity/Honesty - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.

Commitment - pledging oneself to the cause or goal