



Position: Warehouse Supervisor

Reports to: Chief Operations Officer

Specific Duties:

- Supervise and train the warehouse team; provide feedback when needed
- Maintain a physical map of BIN locations for all raw materials and finished goods. Maps need to be detailed and accurate. Map will include the number of pallets for each item number
- Warehouse maps should be posted/distributed monthly
- Ensure that the numbers in the system match the physical numbers
- Ensure that raw materials are correctly received, labeled, marked and stored
- Ensure that trucks are loaded and unloaded efficiently
- Manage raw materials and finished goods by first in first out (FIFO)
- Perform daily cycle counts as assigned by finance group
- Utilize reports to manage inventory and report issues such as obsolete or slow turning material or finished goods to your manager
- Receiving raw material orders and boxes forwarding proper order receipts to appropriate personnel for system updates.

Minimum Qualifications:

- High school graduate or GED equivalency preferred.
- 2+ years in a supervisory role
- 2+ years manufacturing experience
- Must be able to effectively multi-task, problem solve in a fast-paced environment and have the ability to manage, motivate and train others to achieve required goals
- Excellent communication skills
- Ability to lift up to 50lbs.

To Apply: Send Resumes to Lisa Hutchinson lisa@reverepackaging.com