

ONEIDA NATION ENTERPRISES, LLC EMPLOYMENT OPPORTUNITY

Department:	Supply Chain
Position Title:	Warehouse Supervisor
Starting Pay:	Negotiable, based on experience

Summary: This position is responsible for assisting the Warehouse & Distribution Manager with the day to day operations of the warehouse and storerooms.

Duties & Responsibilities:

- Delivers outstanding levels of service to external and internal customers at all times and in all situations.
- Ensures all documents, reports and correspondence either incoming or outgoing are dealt with in a timely fashion by prioritizing work schedules and managing deadlines and commitments.
- Reviews and updates Standard Operating Procedures (SOP's), ensuring activities of the department comply fully with all company policies and procedures.
- Performs audits on operational procedures and raises corrective actions or recommends changes to procedures as required.
- Assists with the preparation of the departmental roster and timesheets.
- Allocates work to warehouse attendants and runners as determined through priorities received during operation of the Warehouse..
- Ensures Warehouse and storerooms conform to HACCP requirements.
- Ensures all stock holding is properly maintained; including rotation of stock, monitoring of slow moving and close to code lines, in accordance with HACCP guidelines.
- Checks maintenance of all equipment and requests repair for all damages immediately. Ensures periodic maintenance is performed and equipment safety checks are routinely followed.
- Communicates with receiving and purchasing at all times on any discrepancies issues.
- Ensures that proper authorization is obtained before releasing goods to users.
- Ensures that all lock and key controls are strict where appropriate and goods are only issued and distributed to authorized personnel as approved by management.
- Takes preventive actions to protect Company's assets.
- Conducts monthly stock counts and inventory cycle counts of all inventory items; provides explanations for variances to superiors.
- Performs other duties as assigned.
- Ensures deliveries to outlets are on time to a 99% level.
- Ensures out of stock items are below 1% at all times.
- Ensures that spoilage due to shrink and rotation issues is below 1%.

Minimum Qualifications:

- Associates Degree in relevant discipline required. Diploma/certificate of Purchasing and Supply, Logistics Management or Warehouse Management is preferred.
- At least 2 years experience as a Warehouse Supervisor in the hospitality industry.
- Experience using AS400 purchasing systems is preferred.
- Demonstrates strong interpersonal and communication skills; possesses a general understand of hotel and business operations.
- Demonstrates the ability to process information and merchandise through the computer system.
- Working knowledge of Microsoft Office.
- Demonstrates the ability to operate a forklift and other material handling equipment.

Physical Requirements:

- Continuously required to lift up to 50 pounds.
 - Frequently required to lift over 100 pounds.
 - Required to stand for long periods of time.
 - Frequent exposure to extreme cold and extreme heat.
 - Manual dexterity.
 - Frequent use of a Pick-Up Truck and Forklift.
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Please visit our website at www.turningstone.com/jobs to complete an online application.

Contact Information:

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