	Operations Supervisor Job Description		Document Number: JD- OPS-09.12
	Department: Operations- BS	Effective Date: January 28, 2016	Revision No 0

I Reason for Existence

The Operations Supervisor is responsible in directing the daily operational activities of the operations teams and ensure compliance to the policies and procedures of the company. His/ Her main aim is to achieve and execute standard operating procedures and service commitments to clients.

II Duties and Responsibilities

1. Meet the service commitment to customers by overseeing and carry out day-to-day operational activities such as truck outsourcing, coordination with carriers, manpower complement, oversee on-site operations, proper transaction documentation, internal and external customer coordination (Manila & Branch), pickup and delivery timeliness monitoring.
2. Prepare reports by negotiating with vendors and collaborating with managers in other areas of the business, such as purchasing, planning, production and finance.
3. The Operations Supervisor will also oversee the human resources activities for operations. For example, hiring of checkers, train and discipline their team. Maintaining the safety of workers in the warehouse, transportation and distribution areas of F2 Logistics is also the responsibility of the Operations Supervisors. For this reason, operations supervisors may or will implement training programs for moving materials and operating equipment.

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4. Meet the desired planning and consolidation based on the agreed standard lead time and standard operating procedures approved by clients.
5. Ensure that physical inventory are submitted for both incoming and outgoing cargoes temporarily stored in the warehouse pending delivery/transfer to the consignee/carrier. That this is being done on a daily basis.
6. Act as liaison to other business units with regards to warehouse operational movements, status concerns that are warehouse related, requirements, and condition of cargo processed and handled by warehouse operations to make sure that general information for cargoes are disseminated to concerned parties.
7. Oversees consolidation and planning of cargoes based on the planning module as reflected in the system.
8. On a day to day basis check the consolidation plan / manifest and arrange according to destination and estimated departure / arrival date as generated by the system and coordinate with the warehouse and port representative to ensure that the transfer to carrier will be done as scheduled.
9. Oversee and encode all truck booking in the system in order to monitor delivery and pick-up on a day to day basis for report generation and monitoring.
10. Coordinate with the customer service group for planning and scheduling to meet the booking and cut-off set by the carrier to transport cargoes to final destinations nationwide on time.
11. Coordination with the warehouse and the carrier representatives for transfer / delivery of cargoes to carriers to make sure cargoes are accepted within or prior to cut-off and will depart as scheduled.

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12. Check all truck billings with the booking and consolidation module of the system to ensure that all the trips are accounted for and certified served for proper billing and payment to truckers.
13. Maintain overall orderliness and cleanliness of the warehouse. Safeguard the asset of the company by ensuring the presence of control at the warehouse premises and that no properties or asset of the Company are taken out of the warehouse premises without proper authorization in accordance with current company policies and procedures.
14. Perform any other function as assigned by his/her immediate leader.

III Minimum Qualifications

1. College degree or equivalent is preferred. Those with a Bachelor's Degree in Logistics, Supply Chain Management will have a preferential advantage.
2. Strong written / oral communications and organizational skills are required.
3. Willingness to travel is required, to work the required schedule, and the required location.
4. 3 year related functional experience in a position with a similar job description or any logistics company or logistics related position.
5. Preferably knowledgeable in the use of Microsoft office programs specifically excel, word and power point. Proficiency with computers is an advantage and can learn use of in house warehouse related programs.
6. High stress tolerance.

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