

	<h1 style="text-align: center;">Warehouse Operations Supervisor</h1> <h2 style="text-align: center;">Job Description</h2>		<p>Document Number:</p> <p style="text-align: center;">JD-WHS-15.05</p>
	<p>Department:</p> <p style="text-align: center;">Warehouse</p>	<p>Effective Date:</p> <p style="text-align: center;">April 04, 2016</p>	<p>Revision No</p> <p style="text-align: center;">0</p>

I Reason for Existence

The Warehouse Operations Supervisor is generally responsible for the supervision of all warehouse activities and report directly to the Warehouse Operations Manager. He is also responsible for the execution of day-to-day warehouse operational activities in compliance to the policies and procedures of the business unit. The Warehouse Operations is also responsible to achieve the standard parameters set by the company.

II Duties and Responsibilities

1. In-charge with the overall performance of a particular site or warehouse by conducting daily/weekly/monthly operational review.
2. Meet the desired planning and consolidation based on the agreed standard lead time and standard operating procedures approved by clients.
3. Ensure that physical inventory of both incoming and outgoing cargoes temporarily stored in the warehouse pending delivery/transfer to the consignee/carrier is being done on a daily basis by accomplishing the Daily Inventory Report Form. This will ensure that all cargoes will be accounted for in preparation of cargoes prior to transfer to carriers.
4. Supervise the completeness of the customer-owned documents for both incoming and outgoing shipments before final acceptance of the cargoes from the trucker / customer to be able to consolidate the cargo and prepare for documentation in order to move the cargo for transfer / delivery.

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5. Act as representative 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.
6. Supervise the physical state and condition of both incoming/outgoing cargoes before final acceptance from the trucker, prior or during consolidation, turn-over / transfer of cargoes to carrier.
7. Consolidate reports on any dilapidated and worn out packages, cargoes that are not transport worthy should not be accepted. This will immediately be advised to the Warehouse Operations Manager for escalation to the client.
8. Supervise and Audit the Warehouseman for labeling and marking of the cargoes to make sure that all out-going and in-coming cargoes are properly segregated into the pallet by destination for proper consolidation and loading.
9. Oversee and 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.
10. Perform any other function as assigned by his/her immediate leader.

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III Minimum Qualifications

1. College degree or equivalent is preferred but can also be a graduate of any 2 year course.
2. 1 year related functional experience in on a position with similar job descriptions or any logistics company or logistics related position.
3. Preferably knowledgeable in the use of Microsoft office programs specifically excel, word and power point.
4. Proficiency with computers and can learn use of in house warehouse related programs.

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