

Job Description

January 10, 2020

Title: Warehouse Foreman

Location: Sto Corp. – Glendale, Arizona 85301

Department: Shipping & Receiving

Reports To: Plant Manager

Positions Supervise: Shipping & Receiving Associates

Purpose:

Sto Corp. (Sto), a global innovation leader of façade insulation (EIFS) and high-performance coatings, is seeking a Warehouse Foreman. The ideal candidate will supervise a team of warehouse personnel to ensure the provision of professional incoming goods, storage and dispatch service to customers, encompassing both speed and accuracy.

Plan and coordinate the incoming goods, storage and dispatch of items in a timely and efficient manner to achieve your team objectives and Key Performance Indicators (KPIs), as determined by the Plant Manager.

Overall responsibility for all aspects of the effective supervision, training & development and health, safety & welfare of your team.

Essential Functions & Responsibilities (includes, but not limited to):

- Direct and coordinate shipping/receiving activities of the organization while effectively utilizing and training staff on SAP, MRP and Alfresco as required for their position.
- To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with non-conforming product.
- Management of third-party offsite storage.
- Working closely with the Purchasing department to ensure adequate stock levels.
- Organizing and ensuring accurate and periodic cycle counts and stock adjustments.
- Be responsible for ensuring that the quality of the product and service within the Warehouse is maintained at the highest possible standards for the customer.
- Create and maintain work procedures to effectively meet shipping and receiving schedules and attain consistent quality of delivery to customers in a safe manner.
- Ensure quality procedures and team quality targets are strictly adhered to.
- Implement the company's Health and Safety Policy, ensuring safe working conditions and practices within the Warehouse.
- Recommends measures to improve shipping and storage methods, equipment performance, and quality of service.
- Utilize Lean Manufacturing best practices for facility and process improvements.
- Performs activities of workers supervised.
- Responds to grievances in conjunction with facility Plant Manager and HR; Work with subordinates to effectively resolve issues involving HR when necessary.

Additional Responsibilities:

- Actively participates in safety policies, activities and implementations.
- Performs other similar or related duties as requested or assigned.

**Position Qualifications:
Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions
- Adaptability - Ability to adapt to change in the workplace
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Communication - Ability to communicate effectively with others using the spoken and written word
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards
- Interpersonal - Ability to get along well with a variety of personalities and individuals
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative

Knowledge/Skills:

- Strong knowledge and proficiency of data software: Microsoft Office Suite (required), SAP (required) and ERP (desired)
- Possess strong communication skills, both oral and written
- Fluent in English and Spanish is preferred
- Be a team player – willing to work for the improvement of the team and its goals
- Must have strong customer service skills and the ability to multi-task
- Strong organizational and interpersonal skills are necessary to meet the demands of the position
- Flexible about work assignments
- Dependable
- Self-starting
- Forklift certification in Stand-up reach and sit-down beneficial.

Education:

- High School Diploma or equivalent is required. An Associate's in Supply Chain Management, Logistics or equivalent field of study is preferred or equivalent combination of education and experience.

Experience:

- 2-5 years of relevant experience in a Warehouse and/or Distribution supervisory role preferred

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: WF