

## Job Description

**Title:** Warehouse Supervisor

**FLSA:** Exempt

**Location:** offsite Bonded Warehouse - Atlanta, GA 30336

**Department:** Shipping & Receiving

**Reports To:** Operations Manager

### **Purpose:**

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facade coatings, is seeking a **Warehouse Supervisor**. 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.

### **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 and other systems 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.
- Working closely with the Purchasing and Scheduling departments 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 Operations Manager and HR; Work with subordinates to effectively resolve issues involving HR when necessary.
- Actively participates in safety policies, activities and implementations.
- Performs other similar or related duties as requested or assigned.

**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:**

- Minimum 3 years of relevant experience in a Warehouse and/or Distribution supervisory role preferred.
- Forklift operations certification, using a sit-down beneficial.

**Knowledge, Skills, Abilities & Other Competencies:**

- Understanding of lean manufacturing principles and operational processes.
- Experience with ERP software, preferably SAP.
- Experience with Microsoft Office 365, particularly Outlook, Excel, Word, and PowerPoint.
- Possess strong communication skills, both oral and written.
- Must be fluent in English. Fluent in Spanish is preferred.
- Solid problem solving and decision-making skills.
- Resilient self-starter, who can act independently and learn quickly within a rapidly evolving environment.
- Be a team player – willing to work for the improvement of the team and its goals.
- Aptitude in showing self-initiative and follow-through.
- Strong organizational and interpersonal skills are necessary to meet the demands of the position.
- Strong attention to detail and observation ability.
- Must have strong customer service skills and the ability to multi-task.

**To Apply:**

Submit your resume and cover letter to [Jobs@StoCorp.com](mailto:Jobs@StoCorp.com). Job ID: WS