



Job Description

Job Title: Warehouse Supervisor

Location: Glendale, Arizona 85301

Reports to: Plant Manager

Purpose:

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facade coatings, is seeking a skilled and experienced **Warehouse Supervisor** ready to take it to the next level. The primary purpose of this position is to manage the daily operation of the Warehouse, Shipping and Receiving functions in the Glendale, Arizona Plant as well as a Third Party Logistics operation offsite in Phoenix, Arizona. This includes all raw materials, manufactured goods, resale products, equipment, and parts, shipped and received for domestic and export business. In addition, the Warehouse Supervisor is responsible to maintain a safe, organized, clean, efficient, and cost-effective work environment, working towards continuous improvement of assigned operations.

Job Responsibilities (includes, but not limited to):

- Supervises, coordinates, and participates in shipping, receiving, and warehousing and activities in the Glendale Plant. Organizes and assigns work to utilize available skills, knowledge and experience, labor hours, machinery, and tools to the best advantage to obtain most favorable costs, accuracy, and completeness. Develop team approach emphasizing the importance of all members. Focus on quality, accuracy, flexibility, open communications, etc. to show measurable productivity improvements and minimization of variation and claims reduction.
- Teaches and expects highest level of safety and organization. Establishes and maintains high standards for housekeeping. Develops safe work methods and procedures in compliance with applicable regulatory requirements. Ensures compliance to established practices. Leads by extreme example in this area and monitors crew performance. Manage the day-to-day business according to the approved Sto Corp. Quality System (ISO) and Environmental Management System (EMS). Uses Root Cause investigation and process improvement techniques to address issues proactively and fix problems permanently. Develop and adapt them as necessary for continuous improvement and to comply with the company strategic plan.
- Establishes and maintains the necessary documentation, practices, and training to support the Glendale Plant ISO, QMS and EMS programs. Supports and participates in the organization's Continuous Improvement efforts.
- Communicates regularly with Customer Service and the Production Planner regarding consolidations, modifications, carrier issues and status of orders. Communicates with

Production and Quality Assurance on timing of materials for shipment of orders. Pulls orders through the system.

- Completes training and maintains work instructions with shipping and receiving staff.
- Provides backup and staffing support as needed to cover vacations and illnesses. Requires the ability to do all jobs within the Shipping Receiving area as needed for backup. This position will also be trained to support and backup the Plant Buyer and scheduling activities.
- Works with Plant Buyer to manage in coming raw material, offsite storage of overflow materials and helps plan, coordinate and complete shipments between the plant and the local 3PL offsite warehouse.
- Works with Plant Management and Product Management as needed on better and improved packaging and loading methods.
- Ensures that all receiving, and shipping documents are received and closed in SAP in a timely manner.
- Participates on self-directed work teams as needed to improve and simplify processes and reduce bottlenecks and non-value-added activities.
- Develops and maintains inventory management strategies including organization and staging of inventory and periodic cycle counting and end of year inventory counts.
- Performs other duties as needed.

Education & Experience:

- Bachelor's degree in Supply Chain management, Operations management, Business Administration, Logistics or related discipline is preferred. In lieu of, an equivalent combination of education and relevant work experience in managing a warehouse and distribution operation.
- Minimum 5 years of relevant experience in a Warehouse and/or Distribution supervisory role preferred, preferably in a fast-paced industrial manufacturing facility.
- Experience in a Total Quality System environment is highly desirable.
- Experience working with ERP business systems (preferably SAP).
- Experience in Barcoding Systems and Implementation desirable.
- Must be capable and willing to safely operate various types of powered industrial trucks (primarily, forklift and high reach trucks).

Knowledge/Skills & Abilities:

- Direct supervision of a workforce of 4-6 employees, including temporary workers.
- Must be able to execute effective training and leadership.
- Excellent interpersonal skills and team building experience.
- Able to communicate effectively both orally and in writing.
- Must be fluent in English. Fluent in Spanish is desirable.
- Excellent math skills required.
- Exceptional attention to detail.
- Strong organizational skills.
- Strong knowledge and proficiency in data software: Microsoft Office 365 required.
- Should be experienced in processing shipments and receipts in an ERP (preferably SAP and Docking Yard) systems.
- Ability to operate forklifts and high reach trucks in a tall rack and narrow aisle facility.
- Familiar with ALL OSHA & EPA practices and policies.
- Understand, practice, and enforce safe work practices related to respiratory protection, fork-lift operation, PPE, employee Right-to-Know, etc.
- Must be able to occasionally lift to 70 pounds.
- Must be able to allocate resources and plan work to meet customer commitments.
- Must establish proper job procedures and deal with performance and behavioral issues.
- Must be able to respond to customer requests in compliance with Sto Customer Service Standards responsibly balanced with good business practice.
- Self-motivated individual - desire to take the initiative.
- Must have strong customer service skills and the ability to multi-task.



Physical Demands:

The characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch; use hands to; handle, feel objects, tools, or controls; talk and/or hear.
- Occasionally required to sit.
- The employee must frequently lift and/or move up to 70 pounds and occasionally handle up to 100 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and differentiate colors.

Work Environment:

- Position is in a manufacturing and warehousing environment, requires occasional heavy lifting and standing.
- Requires the use of safety equipment as dictated by the work area such as, but not limited to, safety glasses and steel toed shoes, gloves and respirator qualified.
- Work is generally inside and occasionally outside while conditions can be hot or cold depending on the season.
- May be exposed to moving mechanical conveyors, and occasionally to airborne particulates.

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: WS-AZ