
Job description

Warehouse Supervisor

Summary

Habitat for Humanity ReStores are nonprofit home improvement stores and donation centers that sell new furniture, appliances, home accessories, building materials and more to the public at a fraction of the retail price. ReStores are independently owned and operated by local Habitat for Humanity Affiliates. Proceeds are used to help build strength, stability, self-reliance and shelter in local communities and around the world.

As a Warehouse Supervisor you will closely work with the Procurement and Logistics Manager, and will be responsible for overseeing, coordinating managing, and supervising all warehouse activities on a daily basis providing support to the Procurement and Logistics Department.

This is a full-time position with Habitat for Humanity. All candidates are required to work a 40 hours a week. The store is open 7 days a week. **The warehouse is open 5 days a week.**

Job Duties include but not limited to:

- Oversee and manage all warehouse operations in order to meet company and department goals.
- Oversee scheduled picking, loading, and shipping of orders and transfer of products in a timely manner.
- Responsible for sorting and separating merchandise for distribution to all three ReStores locations.
- Perform daily inspection of the warehouse grounds.
- Maintain suitable inventory levels.
- Check orders, bills, items received, inventory, and deliveries for accuracy.
- Audit and report inventory while making recommendations on which items to order and restock.
- Manage and train warehouse associates, monitoring work and ensuring the safe use of warehouse equipment.
- Establish warehouse practices and protocols to achieve an efficient warehouse.
- Keep up-to-date on the latest federal and state safety regulations.
- Communicate with Habitat ReStore department to ensure products are shipped in a timely manner.
- Direct the back-room flow (e.g., monitoring the flow from drop-off testing, clean-up to pricing).
- Act as a conduit between back room and sales floors through the ReStore Managers and Logistics Manager.
- Ensure cleanliness and safety of the processing room.
- Serve as a back-up driver.
- Manage employee schedule and time clocks.
- Daily Opening Task List and duties
- Daily Closing Task List and duties.
- Other duties as assigned.

Qualifications

- Strong working knowledge of warehouse operations and management.
- Previous experience as a warehouse supervisor or a similar management position.
- Product knowledge and pricing

- Knowledge of retail sales and/or retail experience.
- Time management skills and the ability to delegate.
- Excellent leadership and organizational skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and data entry software.
- Problem-solving skills.

Other

- Work is performed in a retail/warehouse environment.
- Ability to lift 50 pounds.
- Ability to spend the majority of the day in the warehouse
- Ability to spend majority of the day standing or moving about. Work may require climbing ladders, considerable standing, lifting, bending, kneeling, and reaching.
- Forklift Certification is a plus. (Not required.)

Job Location: Training at Maple Shade location for 90-120 days; work will shift to the Egg Harbor location post training in the new warehouse.

Habitat for Humanity is an Equal Opportunity Employer

Job Type: Full-time, Non Exempt

Pay Range: \$20 - \$24 per hour

INTERESTED? Contact Deepa Govindaswamy at dgovindaswamy@hfhbmc.org or call (856) 272-4880