

**Job Description**  
**Supply Warehouse Supervisor**  
**Century International Arms, Inc.**  
**Century Arms, Inc.**

Reports to: Supply Chain Manager  
Location: Vermont

Position Type: Full-Time

**Summary of Position Mission**

Reporting to the Supply Chain Manager, the Supply Warehouse Supervisor oversee the receiving, handling, storing, picking, and packing activities within the warehouse, ensuring quality standards are met at every turn. .

**Responsibilities**

- Supervise daily activities of the warehouse, including supervision of 6 warehouse employees, quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Achieve all inventory accuracy goals and conduct root cause activities to address all inventory accuracy challenges.
- Schedule and oversee warehouse team to meet the demands of the operations, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse employees to review, analyze, and develop actionable plans for productivity and loss prevention
- Oversee and manage logistics utilized to transport products to customers and internal facilities, communicating with drivers and air partners to ensure efficient delivery of packages
- Protects organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Wear all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrate complete working knowledge of firearms safety.
- Maintain and keep workstation and department area clean.
- Immediately report any maintenance and/or safety issues to Management.
- Demonstrate a positive attitude toward co-workers, other department and the Company.
- Maintain respect, courtesy and professionalism toward all co-workers and the Company.
- Communicate clearly and effectively with co-workers and management.
- Actively participate and support the 5S process within the work area on a daily basis.
- *Other duties will be assigned as required.*

**Qualifications & Knowledge Required**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5+ years' experience in a warehouse lead role managing hourly employees
- Proficient knowledge of warehouse procedure and policy
- Proficient knowledge of Microsoft Excel including knowledge of creating Tables, Pivots, Charts & Graphs.
- Excellent problem-solving skills and leadership qualities
- Ability to work with all levels of company staff
- Comfortable delivering frequent direct written and oral feedback

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- Comfortable compiling and analyzing information to make data driven decisions.
- Strong communication and negotiation skills
- Must possess strong motivational skills with the ability to interface effectively with all functions, internal and external, of the company
- Sound analytical skills and ability to take responsibility for multiple projects to achieve goals and meet deadlines
- Positive attitude and ethics which support our company's values and a healthy, high performance culture

**Working Conditions**

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects commonly found in offices, up to 50 lbs.
- Able to travel locally occasionally
- Able to work at a computer for long periods of time
- Able to work additional hours as needed. (Project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.)
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties efficiently
- Able to work full-time, including early mornings, evenings and weekends as needed

**Disclaimers**

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Larry Morgan	Date:	10/16/2020