

JOB DESCRIPTION



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| Job Title: Operations Supervisor | Reports To: Director of Warehouse Operations |
| Classification: Salary | Location: Based out of East Liberty, Ohio |

Job Objective: Supervise employees and assist them with receiving, picking, and shipping of products in the most efficient and safe way.

Summary: The Operations Supervisor will assist with prioritizing, planning, and communicating shift directives to ensure efficiency and accuracy for all operations related activities.

Essential Duties:

- Functions as the conduit of information and feedback between leadership and the core workforce.
- Manages workforce to meet daily/weekly/monthly productivity and quality standards across all customers.
- Perform daily organization of the work force to receive, locate, and ship merchandise in a productive manner.
- Ensures core workforce consistently follows best practices and preferred methods resulting in flawless execution.
- Train, coach, and counsel employees daily on routine and non-routine operations processes.
- Hold staff accountable for following processes and working and operating material handling equipment in a safe manner while enforcing company policies and OSHA standards.
- Collaborate with other teams within the organization, specifically Customer Solutions, Logistics, and HR groups.
- Thoroughly understands and utilizes WMS systems and other internal reports and data to positively impact workforce performance.
- Proficient with Microsoft Office 365, and Outlook and Teams communication platforms.
- Be a strong communicator and positive motivational leader for the team and company.
- Follows all safety and quality policies and procedures and holds their employees accountable for same.
- All other warehouse duties as assigned.

Supervisory Responsibilities: Directly supervise a team of warehouse employees.

Work Environment: The physical environment requires the employee to work in an open warehouse setting with unregulated temperatures, where people are walking, and forklift equipment is maneuvering most of the shift.

Physical Demands: The physical demands of the job include standing, typing on handheld scanner, using a computer, picking up and handling boxes or products 8+ hours a day. Employees are required to be able to bend over, stand, and lift up to 80lbs.

Position Type and Expected Hours of Work: This position is full-time. Employees typically work Monday-Friday, 6:30am to 4:00pm and a minimum of 45 hours per week. It is expected that employees will work overtime when it is needed.

Travel: This position would require minimal to no travel, less than 25%. Employees may travel on occasion to move products in between facilities. Position is based out of East Liberty, Ohio and could also work at either of the two Marysville, Ohio buildings.

Qualifications:

- Education & Experience
 - High school diploma required.
 - College Bachelors or Associates level degree preferred
 - 3 years of demonstrated leadership experience in warehouse/distribution center operations.
 - 2 years of experience with Microsoft Office 365.
 - 2 years analyzing data associated with processes, identifying opportunities, and providing recommendations for improvement.
- Additional Desired Skillset
 - Constructive problem solver.
 - Ability to remain calm in stressful situations.
 - Ability to multi-task and adapt quickly to different situations.

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Disclaimer: *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. Employees will be notified of any additions or changes to activities, responsibilities, duties or expectations by their direct supervisor or anyone in a position of authority within EASE Expedited, LLC.*

Ease Expedited LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.

Employment At Will: *EASE Expedited, LLC is an "at-will" employer. "At-will" means that you or Ease can end the employment relationship at any time, for any reason and without cause or notice. You and Ease have not entered into any length of employment contract.*