

## POSITION DESCRIPTION

### 1 Warehouse Supervisor, Logistics

<b>Corporate Unit:</b>	Schenker Philippines
<b>Location:</b>	Sucab
<b>Reporting to:</b>	Program Manager, Logistics
<b>Staff Responsibility:</b>	Individual Contributor with direct reports

### 2 General Description

This position is responsible in supervising and leading the day to day warehouse operations and activities effectively (i.e. accurate handling, receiving, storing and distribution of goods, etc.) to ensure delivery of service levels in compliance with company and customer requirements

### 3 Specific Accountabilities

- To supervise the daily activities of team members and monitor performance in conformance with company policies and procedures, provide coaching or assistance, recommend and implement personnel action when applicable.
- To verify, check and validate all warehouse document transactions and perform physical reconciliations to maintain accuracy and integrity of inventory in conformance with customer requirements.
- To maintain the cleanliness and orderliness of the facilities, good working condition of equipment including IT systems and the entire warehouse premises.
- To plan, prepare and devise work schedules and duty assignments according to budget, workloads, customer needs, problems, etc.
- To resolve customer and work issues or problems within own level of authority and communicate or escalate with concerned parties (i.e. immediate superior, manager, partner, customer, station, other department, etc.) to resolve and expedite action/s.
- To formulate and implement processes, policies and procedures that contributes to the over-all efficiency and productivity of the company.
- To train employees in work, safety procedures and requirements of both company and customer.
- To properly file, update and maintain all company documents and records.
- To prepare and submit accurate and timely reports required by management and customers (i.e. irregularity, KPIs, inventory report, aging report, etc.)

### 4 Skills Required

- Excellent Communication Skills both oral and written
- Proficient in the use of MS Office Applications (MS Word, Excel and PowerPoint)
- Customer and Service Orientation

- Interpersonal Skills
- Business/ Technical Acumen
- Technology Management
- Problem Solving
- Decision Making
- Teamwork and Cooperation

## **5 Experience and Qualifications**

- College Graduate with at least 3-5 years working experience in a Logistics and Warehousing function.
- Preferably with knowledge in SAP or any warehouse system is required
- A result- oriented and highly motivated team player and who can work with minimum supervision.