

JONES SIGN COMPANY

STOCKROOM SUPERVISOR

Reports to: Purchasing Manager

Supervises: Stockroom Attendant

Job Description:

Assist the Purchasing Manager in achieving company and department goals. Must be willing and capable of performing all duties of the Purchasing Assistant position. Will have direct responsibility of running stockroom and maintaining inventory levels to maintain production levels.

Qualifications:

Prefer inventory and stockroom experience. Must possess excellent people, telephone and communication skills. Good computer skills with the desire to advance skills, if required. Current drivers license with a good driving record required.

Direct Responsibilities:

- Maintain inventory levels
- Inventory control with daily, weekly and monthly counts
- Resolves job costing deficiencies
- Data entry
- Identifies and resolves stockroom organizational and cleanliness deficiencies
- Unloading/stocking of inventory
- Provide leadership/training to stockroom attendants
- Shipping UPS/Speedee
- Trouble shoot problems within the department
- Oversee projects

As experience develops, the above responsibilities may be changed and/or expanded

Schedule:

Regular workweek consists of Monday-Friday 7:00am-4:00pm (or schedule approved by Purchasing Manager). Overtime work will consist of up to 50 hrs/wk, schedules will vary. Inventory counts are scheduled throughout the year with Saturday/Sunday work required (very limited).

Wages:

Based on prior work history. 90-day probationary period. First evaluation with wage increase will follow the probationary period and then on an annual basis falling on your

anniversary date. Evaluations are subjective following your direct responsibilities listed in the job description and measured by benchmarks set by the Purchasing Manager. Company benefits will be reviewed during the first interview.

General:

The Stockroom Supervisor will enforce and provide positive leadership by example in support of Jones Sign Company policies, procedures and culture.