



Job Description Warehouse Supervisor

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. The current expansion of the business requires the following position in our new Aurora, IL facility.

Summary

The Warehouse Supervisor directs warehousing activities by performing the following duties personally or through subordinate team members.

Essential Functions

- Overseas daily warehouse operations and supervises warehouse operatives.
- Assists in the planning, assignment and execution of daily and weekly operational work goals in all warehouse phases, including shipping, receiving, stocking, and housekeeping.
- Maintains physical condition and organization of warehouse.
- Monitors and motivates team members to meet critical deadlines and target goals.
- Ensures accurate and timely shipment and receipts.
- Enforces established safety guidelines to promote a safe work environment.
- Resolves employee conflicts.
- Evaluates employees and disciplines when necessary.
- Maintains employee attendance records.
- Performs other duties as assigned.

Education, Experience, and Knowledge Requirements

The ideal candidate will have a High School diploma or equivalent from a two-year college or technical school; and/or five years related supervisory experience and/or training; or equivalent combination of education and experience. An outgoing personality, solid oral and written communication skills and an ability to work directly with supervisors, subordinates, and customers is required.

Work Environment and Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

*No resumes will be considered without salary history and expectations.

*No recruiters/staffing agencies will be considered in filling this position.

H&K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5% and immediate vesting), tuition reimbursement, free online training courses and a business casual dress environment.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.