Delivery Supervisor
JOB DESCRIPTION

JOB TITLE: **Delivery Supervisor**
DEPARTMENT: **Manufacturing**
REPORTS TO: **Distributions Manager**

SUMMARY: Responsible for directing warehouse delivery operations thru delivery, transferring and storing and picking activities

DUTIES AND RESPONSIBILITIES:

- Store purchase orders are generated, picked & pulled accurately & in timely manner
- Store purchases orders are received, committed & paperwork are processed accurately
- Orders are delivered to stores according to schedule & time
- Customer orders are delivered in a timely manner
- Mails, interoffice envelops, returns & transfers are picked up, secured and distributed to appropriate personnel in a timely manner; paperwork are processed accordingly
- Forklift, hand truck, pallet jack and other warehouse equipments are operated in a professional and safe manner
- Maintain the conditions & cleanliness of vehicle interior and exterior; refuel as needed
- To identify and prevent health and safety issues, report all existing and potential safety hazard and concerns to Manager
- Follow and enforce Company rules & regulations such as smoking, drinking & drug use policy
- Maintain delivery associates' work hours, schedule, attendance, vacation, leave of absence and control overtime
- Maintain good morale, working environment and working ethnic
- Training of delivery associates/cross train on different duties
- Assist in inventory management, reorder and replenishment
- To assure company rules and regulations are followed; progressive disciplinary actions are followed and documented
- Maintain employee information such as emergency contact information, status changes, job description changes; report, document and follow up on all infraction and injuries
- Direct, delegate and assigned tasks to subordinates; train and motivate employees
- Performance evaluation of employees
- Maintain daily record of delivery times and locations; company cell phones are in use and properly maintained
- Assist in identifying vehicle maintenance requirement & follow maintenance schedule
- Perform other duties as assigned including housekeep of common area and restrooms; packing, delivering, moving and setting up of furnitures, cabinets, equipments, etc.
- Maintain current record of employee forklift certification, driving abstract and driving license
- Hold group meeting regularly to discuss problems, issues, concerns, standard of conducts and general information

REQUIREMENTS/SKILLS:

- Able to understand and follow oral or written work instructions
- Good communication skills
- Able to work with all employees and maintain an open communication at all times
- Current forklift certification
- Acceptable driving abstract/record and valid driving license
- Able to multi task
- Good vision

PHYSICAL DEMANDS:

- Able to stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 50 lbs. on a continuous basis throughout the work day
- Physically fit