

gwynnie bee

JOB TITLE: Operations Supervisor
DIVISION: Distribution Center, Groveport
REPORTS TO: Manager, Outbound
DATE: March 29, 2018

BENEFITS: Casual work environment; strong and dynamic company culture; health, dental and vision insurance available on day one; 401(k); employee stock purchase program; generous paid time off; paid holidays.

POSITION SUMMARY

- Lead a diverse team of 15-30 team members to coordinate the successful completion of daily objectives
- Learn, follow and communicate/train employees on all operations SOPs
- Collaborate with operational leaders to maintain a comprehensive building focus
- Inspire team members to achieve desired results in quality and productivity
- Recognize operational inefficiencies and recommend adjustments for continuous improvement
- Reviews workload and staffing models, and assigns tasks to employees to ensure service requirements are achieved
- Correctly utilize a warehouse management system and maintains appropriate work documents
- Correctly interprets and enforces company policies and safety procedures to ensure compliance
- Create and foster a team environment

POSITION REQUIREMENTS

- Leadership attitudes/behaviors including: Honesty & Trust, Ownership, Integrity, Self motivation, Emotional Intelligence, Engagement, Teamwork, Inspiring, Inclusiveness, Tenacity/Rigor, Courage, Relationship Building, Humble
- Four or more years of experience in operational leadership preferred
- Ability to communicate clearly and effectively to a variety of audiences; strong reasoning and analytical
- Strong attention to detail and organizational skills
- Experience with garments and fabric preferred
- Previous laundry experience a plus
- Ability to communicate clearly and effectively with team members
- Strong problem solving skills and decision-making abilities
- Ability to interact with a diverse team while maintaining a positive attitude
- Multi-tasking and critical thinking a must

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

