



## Stockroom Supervisor

### **Duties and Responsibilities:**

Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, or warehouse by performing the following duties. Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored. Advises employees on care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems. Studies records and recommends remedial actions for reported non-usable, slow moving, and excess stock. Reviews records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels. Schedules work for special and periodic inventories. Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies. Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Studies and standardizes procedures to improve efficiency of subordinates. Maintains harmony among workers and resolves grievances. Prepares composite reports from individual reports of subordinates. Adjusts errors and complaints. Other duties as assigned.

### **Qualifications:**

High School diploma and two-year college degree; 10 years' experience; or equivalent combination of education and experience. Demonstrate leadership skills and the ability to effectively communicate and work with people.

### **Benefits of Employment:**

We offer our full-time employees a full benefits package that includes: Vacation, Holiday Pay, Medical, Dental, Life, 401(k), Employee Stock Purchase Program (ESPP), Short and Long-Term Disability and Flexible Benefit Plan.

IntriCon is an Equal Opportunity Employer.

[Click here to apply](#)