

Distribution Center Supervisor

Job Location: Memphis, TN

Position Type: Full Time

Education Level: Not Specified

Travel Percentage: Negligible

Job Shift: Any

Job Category: Distribution – Shipping

Description

Hollywood Feed was established in the 1950s, in Memphis, TN, as a pet supply store with friendly and knowledgeable service. More than half a century later, our love for pets is who we are today. Our associates are family and the face of each location. We care about each other, our pets, and our customers. Come and experience the passion and drive that makes Hollywood Feed what it is today.

Job Summary:

Responsible for overseeing the operations of the Hollywood Feed Distribution Center for a given shift. This role ensures that products are received, stored, and shipped efficiently and accurately.

DC Supervisor Key Responsibilities:

- Manage and oversee all operations of the distribution center during the shift, including receiving, storage, order fulfillment, and shipping.
- Collaboratively adhere to standard operating procedures (SOPs) for all warehouse activities, ensuring compliance with safety guidelines and operational efficiency.
- Lead and supervise a team of warehouse staff, including hiring, training, and performance management.
- Schedule and assign tasks to ensure timely and accurate order fulfillment, and proactively address any issues or delays.
- Collaborate with other departments, such as merchandising, operations, and customer service, to coordinate inventory needs and resolve any order-related issues.
- Maintain inventory control systems, such as cycle counting, to ensure accurate inventory records and minimize shrinkage.
- Monitor and analyze key performance indicators (KPIs), such as order accuracy, on-time delivery, and labor productivity, and take corrective actions as needed.
- Ensure compliance with regulatory requirements and industry standards, such as OSHA, FDA, and ISO, and maintain accurate documentation and records.
- Collaboratively ensure optimization of warehouse storage configurations to maximize space utilization and operational efficiency.
- Continuously identify process improvement opportunities and implement changes to enhance operational efficiency, reduce costs, and improve service level to the stores.
- Foster a positive and collaborative work environment, promoting teamwork, accountability, and a strong safety culture.
- Attention to other duties as assigned.

Requirements & Qualifications:

- Proven experience in warehouse or distribution center management, preferably in a supervisory or managerial role.
- Strong knowledge of warehouse operations, inventory management, and distribution processes.
- Familiarity with warehouse management systems (WMS) and other logistics software.

- Excellent leadership and people management skills, with the ability to motivate and develop a team.
- Strong analytical and problem-solving skills, with the ability to think critically and make data-driven decisions.
- Effective communication and interpersonal skills to collaborate with internal teams, vendors, and stores.
- Detail-oriented with a focus on accuracy and a commitment to maintaining high-quality warehouse operations.
- Ability to work in a fast-paced, deadline-driven environment and adapt to changing priorities.
- Proficiency in using computer software, such as Microsoft Office, for data analysis, reporting, and documentation.
- Knowledge of safety regulations and best practices in warehouse operations.
- Forklift certification and experience operating material handling equipment is a plus.
- Valid driver's license and ability to travel occasionally, if required.

Education:

- Bachelor's degree in supply chain management, logistics, or a related field preferred; equivalent work experience may be considered.

Physical Requirements:

- Must be able to lift up to 60 pounds at times.
- Must be able to perform physical activities that require body movement.
- Physically able to bend, kneel, push, pull, reach, and twist multiple times a day.
- Physically able to work in both extreme hot and cold temperatures.

The above is designed to describe the general nature and scope of the job and is not an exhaustive listing of all duties, expectations or tasks and should not be taken as such.

Hollywood Feed is an Equal Opportunity Workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

Where to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=205197&clientkey=31981EBB15E6D4764692E923EEEEC42A>