

POSITION: Warehouse Supervisor

PRIMARY RESPONSIBILITIES:

- Oversee a manual electronics disassembly process with approx 15-20 people on the line at any time
- Manage stream of commodities that come from disassembly process including: plastic, steel, aluminum, copper, and circuit boards
- Manage inventory of electronic equipment, scraps, and components in warehouse
- Manage key metrics for employees, ensuring extremely high productivity
- Step into position of any employee who is out, needs training, or is underperforming. These responsibilities include, but are not limited to: electronic waste dismantling, operating a pallet jack, forklift, baler, and other equipment.
- Schedule employees for regular work schedule and events
- Confirm time sheets, submit payroll
- Collect, analyze, and report key metrics to CEO
- Recruit and interview potential new hires, train new staff
- Work with Receiving and Shipping Depts.
- Ensures that employees are following all safety requirements and policies
- Control inventory levels by conducting physical counts; reconciling with data storage system.

QUALIFICATIONS:

- Previous management experience working in a very fast paced environment
- Minimum 3 year-5 years management experience with direct reports, hiring and terminating
- Must have experience working in a dirty/messy warehouse
- Must be very focused on key metrics
- Exceptional leadership and motivation skills
- Must be willing to get dirty!
- Ability to lift, pull, push up to 70-110lbs per day
- Experience in scrap business is a plus
- Experience in e-waste business is a super plus
- Must be flexible to work as needed within 7 day work week
- Must be reliable, dependent, trustworthy, team player, and a motivator with great attitude!

Hiring ASAP. Apply for the position [here](#).