



SilcoTek Corporation Warehouse/Logistics Supervisor Job Description

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| Department: Manufacturing | FLSA: Exempt |
| Reports to: Manufacturing Operations Manager | Revision Date: 11/9/2023 |

Job Summary

The Warehouse/Logistics Supervisor manages the process as well as the people. Responsible for driving product through the factory with Zero Customer Disappointments as the top priority. Provide leadership, coaching, and mentoring to ensure continued personal and professional growth and identify future leaders. Identifying efficiency opportunities, driving cost-reduction and leading teams to drive continuous improvement.

Duties/Responsibilities

Process

1. Manage the daily operations of Incoming and Outgoing Logistics process flow ensuring all priority orders are completed.
2. Manage the daily operations of the Warehouse including inventory control.
3. Manage the 6S program including training, audits, and subject matter expert.
4. Manage the logistics of chemical storage and disposal, Hazmat certified.
5. Manage the logistics of gas storage and ordering.
6. Drive SilcoTek's Export Compliance program including training, audits and subject matter expert.
7. Continuously seeking new opportunities in packaging supplies and methods to drive non-linear growth.
8. Continuously seeking new opportunities for logistical solutions including new carriers and shipping software solutions to drive non-linear growth.
9. SilcoTek's forklift trainer
10. EHS Team members
11. Ensure the safe operation of all equipment and chemicals.
12. Conduct training on manufacturing documentation revisions as well as maintain, track, and monitor training plans/logs with Team.
13. Make the Manufacturing Operations Manager aware of potential bottlenecks, quality issues and/or other factors that may impact Customer Disappointments.
14. Assist in hiring and selection process of new team members.
15. Prepare reports on Manufacturing Performance Metrics as needed.
16. Manage resource allocation (OT, weekend work, etc.)
17. Work Hands On in any area of the manufacturing floor when bottlenecks are observed, or unplanned manning is absent.
18. Review and approve PTO requests in coordination with production scheduled and staffing needs.



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19. Drive 5 Why's/RCCA.
20. Support 5S efforts.
21. Any other duties as required.

People

1. Provide leadership, coaching, and mentoring for the team according to the principles of SilcoTek's ZIP Code and FISHING core values.
2. Hold regularly scheduled one on one with direct reports.
3. Perform reviews with manufacturing technicians as specified by the company performance review policy. Deliverable of position is a workforce that is continually learning and experiencing new growth opportunities.
4. Provide regular coaching and mentoring to staff to ensure continued personal and professional growth and identify future leaders.
5. Accept accountability for your successes and failures as well as those of your team.
6. Ask, don't tell. Ask the questions first, before always trying to provide a solution.
7. Support team decisions with unity once the decision is made.

Required Knowledge/Skills/Abilities

- Basic understanding of ISO Standards
- Good analytical skills and ability to execute experimental plans with minimal supervision at higher levels of expertise.
- Be positive. Show energy and positivity in your words and actions.
- Display ethics, integrity, honesty and embrace humbleness.
- Excellent communication skills and ability to work well with others in a team environment.
- Demonstrate understanding of manufacturing processes.
- Able to make independent decisions & identify problems in processes as higher levels of expertise are attained.
- Understanding of process improvements, including identifying root cause
- Ability to handle and manage many ongoing projects.
- Excellent organizational and time management skills with attention to detail
- Works well under and can manage emotions under pressure.
- Ability to schedule and lead meetings. Assign action items to others and follow up for completion.
- Able to read drawings of customer-supplied parts.
- General knowledge of computer system functions and use, including basic computer skills (Outlook, Word, Excel and PowerPoint).



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- Practice safe working procedures and follow guidelines specified by the Environmental Health and Safety Department, especially when working in production.

Education and Experience

- High school diploma or equivalent and five years of experience in a similar position or a manufacturing facility. Associate's degree or two years' technical training is preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.