

# Logistics Supervisor Job Description

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- Manage and coordinate the organization, staffing, and operational activities for district warehouses and stores
- Participate in the development and implementation of goals, objectives, policies, and priorities of the organization
- Direct and review work plan for assigned staff
- Implement appropriate safety guidelines and investigate injuries or unsafe conditions
- Monitor storeroom and warehouse material usage
- Provide assistance in warehouse space utilization by designing facility layouts to achieve maximum storage efficiency
- Develop delivery schedules and drop shipment strategies
- Maintain accurate records and files of inventory usage
- Meet with staff to identify and resolve problems
- Select, train, motivate, and evaluate assigned personnel
- Implement discipline and termination procedures
- Prepare and present staff reports and other correspondence as appropriate and necessary
- Assist with budget preparation and administration
- Coordinate warehousing and storeroom activities with outside agencies and organizations
- Discover new trends and innovations in the fields of warehousing and storage programs.