

## **JOB DISCRIPTION FOR WAREHOUSE SUPERVISOR**

1. COMPANY NAME:
  - a. ESSEMMCHEMICALS
  - b. ESS EMM SPECHEM PRIVATE LIMITED
2. ADDRESS
  - a. Kundan House, 2<sup>nd</sup> Floor, Above HDFC Bank, 291, Datta Pada Road, Borivali East, Mumbai-66 (Default Interview Address)
  - b. Office Nos 319-320-321, New Sonal Estate, Link Road, Malad West, Mumbai-64
3. Office Timings: - Monday to Friday (9 to 6)/ Saturday (9.30 to 4.00).
4. **Experience:** - 3-4 years
5. Age: - 25 TO 42
6. Need Male only.
7. Salary: -20000 TO 35000
8. Education: HSC PASSED
9. Computer skill: - basic computer skills.
10. English: - Average English at least Read and write.
11. **Industry: Any industry fine**
12. Company: To search candidate from MNC, Family owned
13. Workplace: Bhiwandi
14. Search Candidate from: -Thane, Kalyan, Bhiwandi

Contact: Mahendra Bohra: 9769874416/Aaisha Thakur:7710017541

### **JOB DESCRIPTION**

A warehouse supervisor is responsible for overseeing and managing the daily operations of a warehouse or distribution center. Their main role is to ensure the efficient and safe receipt, storage, and dispatch of goods.

Some of the key responsibilities of a warehouse supervisor may include: -

1. Supervising and coordinating the activities of warehouse staff, such as warehouse workers, forklift operators, and administrative personnel.
2. Planning and organizing warehouse operations, inward / outward, shipping/receiving activities.
3. Monitoring and maintaining inventory, stock taking on weekly basis and closely monitoring if any leakage or dent or damage in incoming stock or outgoing stocks
4. Repacking material to be timely maintained to avoid any delay in dispatches.
5. Training new joiners with stock name, pack size of grades etc
6. Collaborating with other departments, such as purchasing, sales, and transporters for timely booking of material and consignments.
7. Conducting regular inspections and audits to identify areas for improvement and implementing process enhancements to optimize efficiency.
8. Utilizing warehouse space in a systematic manner and arranging the stocks principle-wise.
9. Thorough knowledge of transporters, there location and regular charges involved in the dispatches such as labors unloading / loading
10. LR copies to be collected the same day without any further delay for timely update to clients for dispatch status.

## **JOB DISCRIPTION FOR WAREGOUSE SUPERVISOR**

11. Safety measures to be maintained in the warehouse from the human point of view and proper handling of company assets.

Overall, a warehouse supervisor plays a crucial role in maintaining the smooth functioning of a warehouse, ensuring that goods are stored and delivered efficiently while maintaining high standards of safety and quality.