



# Warehouse Supervisor

## Education and Training

Most employers prefer post-secondary studies in business management and transport/distribution logistics. Experience in the field is also required.

## Nature of Work

Warehouse Supervisors coordinate activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse. Supervise labelling and casing or packing of materials or products.

Manage the warehouse ensuring the receipt, coordination and safety of goods coming through the warehouse. Also ensure that orders arrive and are dispatched on time to the right destinations and in the right quantities.

## Main Duties

- Supervise and participate in activities related to receiving, storing, shipping, dispatching and delivery of materials and supplies to ensure effective and efficient warehouse operations and material transportation
- Prepare and maintain documents like delivery manifests, stock pick tickets and credit memos for returned materials to ensure accurate records
- Maintain liaison with customers and other persons to communicate information related to deliveries, irregularities in shipments, shipment delays and other related matters
- Supervise, coordinate and participate in special and scheduled warehouse material inventories as required
- Make work assignments for assigned personnel; train new employees
- Recommend various personnel actions including, but not limited to, hiring, performance appraisals, promotions, transfers and vacation schedules

## Earnings

Low:	\$40,000
Average:	\$65,000
High:	\$75,000

## Essential Characteristics

- Work well under pressure
- Good organizational skills
- Effective communication skills
- Good planning and analytical skills
- Problem solving abilities

## Typical Employer

Manufacturing, retail and distribution centres

## Additional Information

Canadian Institute of Traffic and Transportation

[www.citt.ca](http://www.citt.ca)

BCIT

[www.bcit.ca/study/programs/6900diplt](http://www.bcit.ca/study/programs/6900diplt)

University of Manitoba Transport Institute

<http://umanitoba.ca/faculties/management/ti/education/cert.html>

Vancouver Community College

[www.vcc.ca/programs/detail.cfm?WPGM\\_DIVISION\\_ID=2&WPGM\\_PROGRAM\\_ID=111](http://www.vcc.ca/programs/detail.cfm?WPGM_DIVISION_ID=2&WPGM_PROGRAM_ID=111)

Careers in the Supply Chain

[www.careersinsupplychain.ca](http://www.careersinsupplychain.ca)

