

## **Position Description – Warehouse Shift Supervisor**

### **About Citadel Brands**

Citadel Brands, LLC is the exclusive North American partner of the **AWDis** (All We Do Is) family of brands that is headquartered in the UK. **AWDis** is one of the fastest growing brands in Europe and has introduced the “**Just Hoods**” and “**Just Cool**” product lines in the USA through Citadel Brands for the past 5 years.

**Just Hoods** is a product line of high-quality fleece hoodies in numerous styles and colors, crew neck sweatshirts, track pants, and letterman jackets.

**Just Cool** is a product line of performance wear polyester, moisture wicking t-shirts, and leggings.

We are expanding our distribution capabilities and will be opening our new corporate headquarters in a newly constructed distribution facility in Kingtree, South Carolina in early Q2 of 2022.

Our team has over 50 years’ experience in the promotional apparel industry. With our new Kingtree, SC location, we will be able to service from South Carolina to Texas and from Florida to New York with two-day shipping.

### **Warehouse Shift Supervisor**

Citadel Brands has an immediate opening for a Warehouse Shift Supervisor to join our team in our Kingtree, SC location. This position will report to the Warehouse Manager.

We are looking for an experienced warehouse supervisor to manage and oversee all warehouse activities of an assigned team, ensure efficient processes are in place, and maximize warehouse productivity. Responsibilities will include supervising employees, coordinating logistical processes, ensuring the accuracy of order picking, shipping, and preparing relevant documentation.

### **Primary Responsibilities:**

Hours are Monday – Friday Hours depend on first or second shift.

- Supervising, counseling, evaluating, developing, and providing training for assigned team
- Supervising assigned shift team and daily activities
- Ensure meaningful shift handoff to the next shift
- Managing, evaluating, and reporting on warehouse productivity of the team
- Checking orders, bills, items received, inventory, and deliveries for accuracy
- Ensuring basic maintenance standards and compliance with health and safety regulations
- Performing a daily inspection of the warehouse
- Communicating and coordinating with other internal departments
- Driving continuous improvement of the assigned shift team
- Perform inventory cycle counts as directed by the warehouse manager and the WMS
- Motivating assigned shift team to achieve efficiency and accuracy goals while following SOP’s

- Completing projects as assigned by Warehouse Manager
- Create and maintain an environment that promotes positive teamwork
- Ensure rotation of warehouse inventory when filling orders

**Requirements:**

- Bachelors' Degree or 3 years packaging and distribution leadership experience
- Experience with functions and operations of a WMS strongly preferred
- Supervisory background, ability to train and communicate
- Strong communications and interpersonal skills
- Strong strategic and critical thinking skills
- Must be computer literate with knowledge of relevant computer systems, software programs and Microsoft Office programs
- Experience with shipping and dock operations desired
- Solid ethics, morals, and sound judgement

**Benefits:**

- Medical, Dental and Vision benefits
- Paid holidays and PTO