

ZO SKIN HEALTH INC

BY ZEIN OBAGI, MD

WAREHOUSE SUPERVISOR

DUTIES AND RESPONSIBILITIES:

- Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory
- Supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers
- Receive, unpack, pack, load, issue and store materials and supplies or equipment; complete packing slips for shipments as assigned
- Load vehicles; schedule and oversee deliveries and pick-ups
- Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment

KNOWLEDGE AND ABILITIES:

- Warehousing and stock control methods and procedures
- Methods of receiving, inspecting and issuing materials
- Warehouse operations, procedures, equipment and terminology
- Space utilization and inventory techniques
- Proper methods of storing equipment, materials and supplies
- Health and safety regulations
- Record-keeping techniques
- Inventory methods and practices
- Plan, organize, supervise and participate in the operations and activities of the Warehouse
- Train, supervise and evaluate personnel
- Utilize space efficiently and effectively
- Maintain inventory
- Communicate effectively both orally and in writing
- Receive, issue, store and return warehouse stock and supplies
- Lift, move, sort and store objects
- Plan and schedule work
- Maintain accurate records of stock transactions