



**Location for this position:**

*Johnson Plastics  
9240 Grand Avenue South  
Bloomington, MN 55420  
www.johnsonplastics.com*

**Job Title:** Warehouse Supervisor

**Reports To:** Director of Operations

**Primary Purpose:** Supervise the warehouse team and assist in daily warehouse and shipping operations, which includes accurately filling and shipping customer orders with supporting documentation, receiving incoming materials with efficient put-away system, cycle counting, and inventory reconciliation activities.

**Expected Attributes:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in managing a team toward common goals focused on safety, customer satisfaction and productivity and efficiency.
- Ability to communicate directly and openly throughout the organization
- High level of problem solving, troubleshooting, and task/project management skills
- Passion for continuous improvement in all aspects of the company's performance; Driven for results and measuring progress
- Demonstrated strong oral and written communication skills
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Excellent customer service skills including demonstrated ability to build positive relationships with employees, managers, customers, other organizations and vendors

**Qualifications:**

- Associate's degree or higher in business or related field
- At least 4 years of experience managing a warehouse team with effective motivational metrics and expectations
- Successful track record of driving continuous improvement solid results
- Previous experience working with ERP systems for order processing
- Efficient with Microsoft Office software (Word, Excel, PowerPoint)
- Ability to lift 50 pounds throughout day
- Ability to drive a forklift (training provided)

**Primary Duties & Responsibilities:**

- Supervise the warehouse team and assist in daily warehouse and shipping operations, which includes accurately filling and shipping customer orders with supporting documentation, receiving incoming materials with efficient put-away system, cycle counting, and inventory reconciliation activities.
- Continuously improve warehouse operations through the use of lean practices. Recommend ways to improve quality of service, increasing the efficiency of the warehouse team and equipment performance.
- Manage the work schedules of the warehouse team to balance work flow and customer demands. Act as supervisor to the team in matters involving motivation, coaching, adherence to company policies, corrective action, etc. Give clear directions and adjust as needed throughout the day.

- Learn products and applicable codes. Inspect for product quality prior to shipment. Report damaged or defective goods and remove from inventory properly.
  - Maintain system for proper inventory rotation (first in, first out)
  - Operate all warehouse equipment and software (VAI, FedEx, UPS, packaging equipment, forklift, RF scanner, bar-code label maker, etc.)
  - Participate in supervisor/manager meetings as scheduled.
  - Maintain solid safety and housekeeping standards throughout the warehouse.
  - Complete all other projects and tasks assigned by management.
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**Johnson Plastics** continues to be a leading supplier/distributor to the engraving and sign making industry. JP started its business in 1970. It became one of the Rowmark's charter distributors engraving materials in 1980 and was purchased by Rowmark in 2015. It has eight branch offices and warehouses in Minnesota, California, Texas, Ohio, Georgia, Illinois, Arizona, and New York.

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Johnson Plastics is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration. We are looking forward to meeting you!

*Please submit your resume and salary requirements to [kwinner@rowmark.com](mailto:kwinner@rowmark.com)*