

POSITION SPECIFICATION

POSITION: Warehouse Supervisor
COMPANY: SL Power Electronics
LOCATION: Mexicali, México
REPORTING
RELATIONSHIP: Materials Manager
APPROVAL DATE: August 2019

MAJOR FUNCTION:

Supervise and coordinate the activities of personnel in charge by having a physical and on the system control about: receiving, organize, inventory and shipping of raw material, finished product, tools or equipment, inside the warehouse or in the patio.

ESSENTIAL FUNCTIONS:

- Teach and supervise an adequate handling and control of received and shipped materials, as well as methods and use of proper equipment for storage
- Make sure that all in and out transactions are correctly and expedited typed into the system
- Supervise the cycle count reconciliation activities
- Establish and adjust the work processes to fulfill warehouse demands, such as LIFO, and material handling programs, following production program requirements and work flow.
- Recommend measures to improve and correct service quality, improve department's performance efficiency
- Consultar con el resto de los supervisores para coordinar las necesidades individuales de cada departamento para tener un óptimo servicio al cliente interno.
- Plan the material's availability, considering the sales volume, size, weight and related issues with the storage material
- Schedule inventories
- Measure and report effectively departmental activities
- Develop and maintain department's work instructions
- Suggest changes to improve work conditions to avoid accidents for occurring, as well as the equipment to increase efficiency in his/her area
- Make sure his/her direct reports comply with the company's policies, as well as safety rules per the official Mexican rules
- Provide his/her direct reports the safety personal protection equipment depending on the operations they perform
- Suggest plans to motivate his/her direct reports, to meet their established goals
- Supervise and delegate work to his/her direct reports and evaluates their performance effectively
- Keep areas in charge clean and according to 5 S
- Comply with the company's safety and environmental rules
- Continuously improve warehouse operations using lean manufacturing tools
- Perform other activities and projects assigned by his/her Supervisor

EDUCATION/EXPERIENCE:

- Bachelor's degree required (BBA, BSIE, Logistics, Materials Management or associated field of study)
- 3 to 5 years' experience in the position, in a manufacturing industry (electronic maquiladora is a plus)
- Minimum 70% English spoken
- Microsoft Office
- Knowledge in ISO 9001 quality system
- Kanban and points of use knowledge

- APICS/CPIM certification is a plus
- Lean Manufacturing and Six Sigma knowledge is a plus

SKILLS AND ABILITIES:

- Oriented to warehouse reduction
- Leadership and personnel supervising
- Team work skills, time availability, initiative
- Able to communicate effectively with a group of people
- Able to solve problems and deal with complex variables
- Able to interpret written verbal and visual instructions in graphs, spreadsheets, tables, etc.

LEADERSHIP CHARACTERISTICS:

Delivers results

- ✓ Sets high standards of performance and consistently meets them

Fact-based

- ✓ Collects the relevant and appropriate data and makes actionable decisions/plans based upon this information

Continuous Improvement

- ✓ Utilizes a lean process approach to continually improve the speed and effectiveness of all Company processes

Customer focused

- ✓ Puts top priority on understanding the needs, requirements, and expectations of the customer (external and internal)

Integrity

- ✓ Operates at the highest level of ethical behavior and adheres to the Company's Code of Conduct

Importance of people

- ✓ Effectively develops people and strengthens the organization

Teamwork

- ✓ Optimizes the value of collaboration across the Company, avoids NIH (Not-Invented-Here) syndrome, and shares ideas and best practices

Learning and Innovation

- ✓ Rewards learning and self-improvement, embraces failures that enhance our knowledge and competitive position