

We Are Hiring!

OPERATIONS SUPERVISOR



GARDNER, INC. IS THE INDUSTRY LEADER IN CHANNEL MANAGEMENT PROVIDING SOLUTIONS THAT DRIVE GROWTH AND PROFITABILITY FOR CLIENTS AND BUSINESS PARTNERS.

Gardner, Inc. has been serving clients across the country for over 75 years as one of the largest family-owned and operated Outdoor Power Equipment and Commercial Parts Distributors in the nation. Gardner facilities are strategically located in: Ohio, Florida, Massachusetts, North Carolina and Tennessee. Totalling over 900,000 square feet; the warehouses contain over 165,000 active SKUs and are capable of processing over 6,000 orders per shift.

JOB SUMMARY

The Operations Supervisor will lead, guide and direct employees in picking, packing, shipping and / or receiving department. This position's homebase will be in our Memphis facility.

ROLE / RESPONSIBILITIES

- Lead, guide and direct employees of the respective department
- Build strong employee morale and team environment
- Identify employee skills and develop them by coaching and counseling on a regular basis
- Conduct annual performance reviews and provide continual feedback, both positive and negative
- Assist and resolve employee issues
- Answer customer inquiries
- Determine work procedures, prepare work schedules and expedite workflow
- Coordinate with HR on hiring, employee issues, disciplining, payroll and other HR issues
- Assign duties, ensure accuracy and conformance to policies and procedures
- Study and standardize procedures to improve efficiency of team
- Confer with other supervisors/managers outside of the distribution center to ensure coordination of other warehouse activities
- Manage and manipulate inventory, monitor inventory levels and ensure accurate inventory
- Ensure all employees follow safety protocols and associated record keeping, including material handling of certifications and licensures
- Make recommendations on procedures and improvements to enhance warehouse efficiency
- Maintain a high level of quality, keep accurate accounts of time and production, keep production on schedule
- Maintain a safe working environment
- Serve as an Operations Manager in their absence
- Perform other duties as assigned

QUALIFICATIONS

- At least 2 years' experience managing a large staff, preferably in a distribution or logistics environment
- Associates or bachelor's degree is preferred, or equivalent experience in lieu of degree
- Must be able to interact with team members and develop solid working relationships
- Proficient working with Word, Excel and Email
- Warehouse management software experience is a plus
- Excellent communication skills
- Ability to operate a forklift, pallet jack, reach truck and/or order picker

Core Competencies:

- Ability to solve problems
- Communication skills
- Ability to multi-task
- Coach and develop people
- Initiative and willingness to take on new tasks
- Lead by example
- Maintain confidentiality
- Works well with others
- Supports Company goals and vision

PHYSICAL REQUIREMENTS

- Must be able to stand or sit for extended periods of time
- Work at a computer for extended period of time
- Must be able to bend, squat twist or turn multiple times a day
- Must be able to lift, carry, push or pull up to 50 pounds
- Must be able to repetitively use arms, hands, and fingers to manipulate tools and parts.
- Must demonstrate good hand/eye coordination and manual dexterity.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

For More Information About Becoming
Part Of The Gardner Team:

HumanResources@Gardnerinc.com

