JOB DESCRIPTION

Warehouse Supervisor

Definition of Class
This is a supervisory position in which the incumbent manages and directs warehouse activities including receiving and delivery of large quantities of items or heavy, bulk items.

Examples of Work Performed
Supervises and coordinates the activities of the Warehouse. Supervises and participates in the receipt, delivery, storage, and shipping of goods.

Supervises and participates in the shipping of packages.

Supervises and participates in the maintenance of records related to the purchase, receipt, and delivery of goods. Verifies contents and reviews condition of order and notes discrepancies on receiving records.

Supervises and participates in the delivery of received goods.

Maintains interface with members of the faculty, staff, administrative offices as well as external personnel concerning the receipt and shipping of goods and supplies.

Supervises and participates in the tracking of lost, mis-delivered, or damaged packages.

Packs items for clients.

Supervises various personnel functions such as hiring, merit recommendations, promotions, transfers, and vacations schedules.

Maintains and updates customer database. Oversees mass-mailings, as required.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in the receipt, delivery, storage, and shipping of goods.
2. Supervises and participates in the maintenance of related records.
3. Plans and schedules work of subordinate staff.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

  Vision: Requirements of this job include close vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; or sit. The incumbent is occasionally required to maintain balance; reach with hands and arms; and use hands to finger, handle, feel objects, tools, or controls; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

  Education: High School Diploma or equivalent (GED).

  Experience: One (1) year of experience related to the above described duties.

  Licensure: Must possess a valid driver’s license.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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