

## Warehouse Supervisor

**WE ARE OFFERING A \$300 HIRING BONUS FOR JOINING OUR TEAM!**

### **Grow *With Us!***

Hudson is North America's leading travel retailer. For over 30 years, Hudson has met the needs and wants of travelers in more than 1,000 duty-free, duty-paid, and food & beverage stores.

### **What we will offer you:**

- **Competitive rate of pay: \$21.50 per hour**
- Daily Pay- Get your money as you earn it
- Hudson PerkSpot Discount
- 20% Hudson Employee Discount
- 50% Hudson Food and Beverage Discount
- PTO
- Personal and Parental Leave Programs
- Medical, Dental & Vision Insurance
- Company Paid Life Insurance
- Employee Recognition Programs
- Advancement and Growth Opportunities
- On-going Training & Development
- Referral Bonus up to \$500

### **This Warehouse Supervisor Position Is counting on you to:**

- Have open / flexible availability and be able to work mornings, afternoons & evenings on weekdays and weekends
- Work a full-time schedule at Portland International Airport

### **Job Responsibilities:**

- Provides excellent service to internal and external customers in receiving, processing and distributing merchandise and supplies to stores
- Supervises day-to-day activities of subordinates
- Assists management in covering and running shifts
- Assists with scheduling to ensure that all shifts are covered
- Complies with delivery schedules; accurately, timely, and efficiently processes deliveries
- Utilizes computer to manage accurate inventory for warehouse operations
- Assists in the transportation of orders and returns between the warehouse and stores (where applicable)
- Identifies damaged and expired products
- Implements product rotation based on product code dates in warehouse and concepts
- Follows all security and safety procedures established by the Company and Branch
- Assists in all maintenance responsibilities and activities established by the warehouse

- Maintains fixtures and equipment storage
- Assists with bin location upkeep and the physical inventory process
- Assists with ticketing according to branch standards for accuracy and timeliness.
- Reviews in-coming orders and advise Merchandise and/or Warehouse Manager of errors and questions and assist in resolutions when appropriate.
- Ensures that information from related ordering and receiving forms are processed according to company standards and are correctly entered into the Retail Management System.
- Updates information in the RMS as needed and produce appropriate reports.
- Stocks, dates, rotates, and checks temperature of product
- Assumes responsibility for effective communication, coordination, and working relationships between associates and management
- Drives Company Vehicles

#### **Required Qualifications:**

- One year supervisor experience required. Warehouse supervisor experience preferred.
- Previous experience with Inventory Management
- Fork-lift/pallet jack experience
- Receiving, storing, delivering inventory experience required.
- Previous experience with Excel or similar database management computer system required.
- SAP experience preferred
- Familiarity with modern warehousing practices and methods
- Good organizational and time management skills
- Ability to lift heavy objects
- Requires the ability to speak, read and comprehend instructions, short correspondence, and policy documents, as well as converse comfortably with subordinates.
- Requires the ability to bend, twist, and stand to perform normal job functions
- Requires the ability to drive a truck safely.
- The ability to lift and/or move up to 50 lbs.
- Strong leadership skills; ability to delegate and coach others.
- Ability to read and interpret deliveries and purchases.
- Ability to work in a fast paced environment.
- Ability to follow job procedures and manager instructions