

WAREHOUSE SUPERVISOR

DIVISION:	Foundry/Pumps	JOB CODE:	4513
LOCATION:	Aurora	JOB FUNCTION:	Warehousing/Distribution
DEPARTMENT:	Warehousing/Distribution	FLSA STATUS:	Exempt
REPORTS TO:	Operations Mgr.	EFFECTIVE DATE:	07/07/25

JOB SUMMARY

Supervise, coordinate, and perform daily activities of warehouse workers engaged in materials movement and handling, receiving, loading, unloading, transporting, order filling, shipping, and maintaining inventory.

Visual ERP experience, preferred.

QUALIFICATIONS

Education/Experience

High school diploma or GED, plus a minimum of three (3) years of leadership experience in a manufacturing or warehouse environment.

Certificates, Licenses, Registrations

Six Sigma (Greenbelt/Blackbelt), Kaizen, Lean experience, a plus.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and interpret simple blueprints. Ability to use hoists, and various hand and power tools such as band and circular saws, weigh scales, foam generating equipment and banding equipment. Ability to obtain and maintain forklift certification and other industrial equipment certification(s), as needed.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

Leadership Skills. Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategy, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint. Working knowledge and experience with shipping, receiving and inventory control modules within an ERP system.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Effectively supervise, coordinate and monitor the execution of all functions within assigned area of responsibility, including:
 - a) Developing efficient work schedules to ensure production goals are met.
 - b) Reviewing and adjusting workflows and processes to improve quality and efficiency.
 - c) Overseeing the receipt, storage, and dispatch of goods to ensure efficiency and timeliness in order fulfillment.
 - d) Preparing requisitions for repair and replacement of equipment and tools.
 - e) Controlling department expenses to ensure spending doesn’t exceed the budget.
2. Manage and monitor inventory controls and processes by:
 - a) Developing inventory storage plans to ensure safe, efficient movement of inventory and optimal use of space.
 - b) Make certain that regular cycle counts are completed per financial reporting requirements.
 - c) Reviewing shipping and receiving demand and material movement requests, and aligning supply levels to meet business needs.
 - d) Ensuring compliance with regulatory requirements (e.g., import/export regulations and customs regulations) and company policies.
3. Review shipping and receiving demand and material movement requests, and match supply levels to shipping and receiving volume; validate correct customs paperwork is maintained for international shipments.
4. Collaborate with cross-functional teams including Production, Procurement, and Customer Service, to ensure effective operations.
5. Continuously monitor and maintain the physical condition and cleanliness of warehouse.
6. Quickly and appropriately address safety hazards and/or concerns. Communicate to supervision as needed.
7. Actively engage in and perform daily warehouse tasks to ensure business demands and deadlines are met.
8. Support and adhere to the Pyrotek Quality program and ISO policies and procedures. Respond appropriately to requests for information, and provide prompt assistance with investigations, causal analysis, and corrective actions.

9. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
10. Ensure effective communication of goals, objectives and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
11. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
12. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
13. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
14. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
15. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous improvement and prevent adverse effects and emergencies. Consider environmental impacts associated with transportation or delivery.
18. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
19. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
20. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to stand for long periods of time, bend and reach, walk, and use hands and fingers to feel and grasp. Ability to lift up to 75 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English in person and in writing. Effectively use a personal computer, office equipment and telephone. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Majority of time will be in a warehouse environment. Periodic exposure to outdoor environment through open shipping doors. Minimal amount of outdoor work may be required loading/unloading flatbed trucks. Personal Protective Equipment (PPE) such as approved footwear, respirators, safety glasses/goggles, etc., may be required.

Team Member's Signature

Date