

Leff Electric is a \$90 million electrical supply distributor headquartered in Brooklyn Heights, Ohio. We are a strong, stable company that has been in business for over 90 years, and we continue to invest in the future of our organization in order to remain a progressive leader in the marketplace. For more information, go to our Web site: www.leffelectric.com.

We are currently looking for a Warehouse Supervisor to join our team. This person will be required to:

1. Manages and directs the daily operation of the department in accordance with all the established policies and procedures
2. Leads and instills a customer service attitude to ensure first rate customer service levels
3. Identifies electrical materials and locates ordered products in the designated storage areas of the warehouse.
4. Supervise daily activities of warehouse attendants
5. Manages and directs the functioning of the warehouse in all facets of its operation, including the transportation of material to and from branches and customer job sites
6. Matches incoming branch and vendor merchandise with vendor and branch packing slips and other shipping documentation.
7. Inspects material upon receipt for catalog discrepancies, manufacturing defects and shipment damage. Ensures the company does not accept defective or damaged merchandise.
8. Oversees the filling of customer orders. Ensures that all required documentation is completed
9. Identifies and reports inventory discrepancies to management in an accurate and timely fashion.
10. Effectively maintains wire inventory including cutting, stocking and identifying various wire types.
11. Ensure that the warehouse all material handling equipment is properly maintained fork lifts, pallet jacks, carts, etc. Reports any damaged or defective equipment to the Director of Operations
12. Properly handle defective material and over stock in response to manufacture return goods authorization.
13. Performs all job functions in accordance with established safety principles.
14. Establishes and maintains effective working relationships with other employees.
15. Must be able to lift 50 pounds

Warehouse Supervisor offers a fun, fast-paced environment that recognizes and rewards its employees with a variety of benefits:

1. Competitive wages
2. Medical and dental insurance
3. Life and short term disability insurance
4. 401(k) plan
5. Performance recognition programs

Experience Required:

1. Ability to work independently
2. Highly motivated and energetic
3. Excellent verbal and written communication skills
4. Working knowledge of Microsoft Office tools
5. 2+ years experience in Warehouse management
6. Supervising employees in a Union environment