



Supervisor - Warehouse

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**Details**

**Job ID : 353**

**Title :** Supervisor - Warehouse

**Job Code :** 1116

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Administrative Services - Property Accountability

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**Purpose**

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- 4 YEAR DEGREE MUST BE IN BUSINESS OR RELATED FIELD

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**Job Skills/Abilities**

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

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**Job Duties**

- SUPERVISE STAFF
- ASSIGN JOBS TO STAFF
- OVERSEES WAREHOUSE OPERATIONS
- SCHEDULES OFFICE MOVES
- ORDERS NEW FURNITURE FOR PROJECTS AND STOCK
- COORDINATES FURNITURE LAYOUT AND DESIGN IN JUDICIAL FACILITIES
- COMMUNICATIONS WITH COURT PERSONNEL TO IDENTIFY PROBLEMS
- OTHER DUTIES AS ASSIGNED