



Warehouse Operations Assistant Supervisor

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**Details**

**Job ID : 354**

**Title :** Warehouse Operations Assistant Supervisor

**Job Code :** 815

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**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 :** 2 Year Degree in Related Field

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

**Experience :** 3 Years of Related Experience

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**Job Required Knowledge**

- SUPERVISORY EXPERIENCE PREFERRED

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**Job Skills/Abilities**

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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**Job Duties**

- SUPERVISES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- SCHEDULES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- MAY OVERSEE AOC FLEET VEHICLES
- EXAMINES ORDERS FOR ACCURACY
- OTHER DUTIES AS ASSIGNED