

Warehouse Supervisor

Pembroke Tile & Stone Co. Ltd. is an established family owned business specializing in high quality tile and stone products. We are currently looking for an individual to supervise and coordinate activities concerned with receiving, inspecting, storing inventory and shipping materials. As the Warehouse Supervisor, the individual must be able to supervise all aspects of the warehouse operations with an emphasis on top notch customer service and will report directly to the Customer Service Manager.

Primary responsibilities include:

- Supervising warehouse staff, activities and correspondence
- Reviewing and creating procedures as well as training and mentoring staff
- Monitoring building security and building/grounds maintenance
- Accurately assembling and loading customer orders
- Receiving and restocking returned goods
- Unloading materials and supplies from incoming containers/trucks
- Ensuring that inventory is stored properly and rotated correctly
- Managing general warehouse and equipment maintenance

In addition to being motivated, reliable and personable with exceptional customer service skills, the candidate must possess the following:

- Three to five years of previous warehouse experience, of which at least two years must be at the Supervisory level
- Demonstrable leadership, interpersonal, problem-resolution, coaching and team building skills
- Excellent written and verbal communication skills with the ability to perform basic arithmetic
- Computer literacy in order to process customer orders
- The ability to lift heavy materials
- Previous forklift experience is an important asset
- The ability to work under pressure and in physically demanding conditions is also essential to the success of the position

The Company offers a competitive salary and comprehensive benefits package. This position may require the successful candidate to work on Saturdays. Interested persons should apply in writing no later than October 26, 2012.

Human Resource Manager

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