



1911 MINERAL COURT  
BAKERSFIELD, CA 93308  
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# WAREHOUSE SUPERVISOR

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as Warehouse Supervisor as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

**SUMMARY:** This position is responsible for all activity in the warehouse from receiving to storing to loading along with numerous other functions within the warehouse.

**COMPENSATION:** Hourly, competitive based on experience

**DESCRIPTION:**

## **GENERAL**

- Safety First! Keep warehouse organized and clean eliminating unsafe obstacles. Create an atmosphere that encourages safety first.
- Work with assigned personnel to accomplish daily tasks.

## **SHIPMENTS AND DELIVERIES**

- Receive shipments from UPS, Federal Express, and common carriers.
- Thoroughly inspect product for accurate quantity which match with SSEC paperwork. Communicate details to sales team once product is received.
- Notate any damage or shortages then take pictures. Follow procedures to inform SSEC personnel and assist with returning product.
- Receive product in Core ERP system.
- Accurately label all product groupings with appropriate customer and order information. This will involve working with paperwork in the office.
- Once product is checked in, palletize and store product in warehouse keeping products together by project. Maintain zero damage in warehouse.
- Load trucks for deliveries and position product in warehouse based on when it will be delivered. Verify quantities via Work Orders and load equipment. Accuracy and verification of product is critical.
- Assemble office and/or classroom furniture as required. Familiarity with small hand tools and impacts needed.

## **MAINTAIN WAREHOUSE AND EQUIPMENT**

- Keep warehouse clean, swept, and free of debris.
- Organize and maintain tools in an accessible yet secure location.
- Keep hardware area organized and labeled.
- Keep accurate account of inventory leaving warehouse.



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- Maintain in good working condition all company tools and equipment.
- Maintain company vehicles as needed (check fluid levels and tire pressure on vehicles, get oil changed, rotate tires, clean & wash).
- Maintain forklift (charge, check fluid level, general care).
- Assist in maintaining and updating inventory of stock product in warehouse and hanger.
- Warehouse floor cleaning by striping floor and applying wax annually.

#### **MISCELLANEOUS**

- Assist with shipping product back to Manufacturers or other vendors.
- Assist with maintaining accurate count, location, and cleaning of product samples.

#### **QUALIFICATIONS:**

- Experience in warehouse organization and maintenance.
- Must have a good DMV record.
- Clean background check.
- Forklift certification preferred otherwise it will have to be secured.
- Heavy lifting over 100 pounds is required.
- Attention to detail.
- Self-starter, self-motivated with common sense.
- Strong organizational skills.
- Sense of urgency due to volume of work.

#### **LOCATION:**

- Bakersfield, California

Interested persons can send resume to [jobs@ssecinc.com](mailto:jobs@ssecinc.com).