

JOB DESCRIPTION

Job Title: SENIOR SUPERVISOR

Department: Distribution Center

Location: Springfield, OH

ABOUT GABE'S

Founded in 1961 in Morgantown, West Virginia, Gabe's is a leading off-price retailer. Since opening more than 60 years ago, Gabe's has focused on being the destination for the very best deals on everything you need. Old Time Pottery, a Tennessee-based home merchandise store, became a part of the Gabe's family in 2023. Combined, the companies offer customers a broader assortment of home and seasonal products at incredible prices. Today, more than 170 Gabe's and Old Town Pottery store locations are found across 20 states.

JOB SUMMARY AND PURPOSE

The Senior Supervisor is a hands-on leader, overseeing and coordinating multiple areas within the operation. This position will maintain a utilize a working knowledge of all major distribution center (DC) functions and systems. This position is a working supervisor that leads the work of other associates and typically reports directly to a DC Manager.

DUTIES AND RESPONSIBILITIES

- Oversee the daily activities in assigned areas.
- Work alongside DC partners in utilizing the warehouse management system (WMS) and warehouse control system (WCS) software.
- Track inventory levels, including transit between operations and storage racking and inventory debits/credits, to prevent loss or misplacement of backstock inventory.
- Support standard operating procedures (SOPs) for inventory control, processing procedures, and order fulfillment to meet operational goals.
- Prevent inventory shrinkage, accidents, and occupational hazards.
- Supervise and develop associates and leaders in areas of responsibility by assigning duties and coordinating workloads, monitoring performance and providing feedback.
- Maintain positive relationships with internal partners, DC staff and leadership, allocation associates, and merchant partners.
- Produce weekly reports by utilizing software, data, and analytics to optimize operations and track production using key performance indicators (KPIs).
- Provides data-backed and actionable updates to DC leadership to improve allocation fulfillment, service-level agreements (SLAs), and inventory performance.

EDUCATION AND EXPERIENCE

- High School diploma or GED equivalent is required. Education in Business Management, Accounting or Mathematics is preferred.
- Four (4) years of experience in Supply Chain (e.g. Order Management, Distribution, Inventory Management, Transportation, Demand and Supply Planning etc.).
- Previous experience with WMS and WCS is preferred.
- An equivalent combination of education and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven track record of analytical, interpersonal, leadership, and project management skills.
- Working knowledge and familiarity with warehouse operations, including picking or putting workflows, WMS, and inventory control and operations.

- Ability to work a variety of shifts occasionally including holidays and weekends as needed.
- Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.), inventory management systems, and WMS.
- Detail-oriented with demonstrated multitasking skills.
- Excellent written and verbal communication skills.
- A strong customer-oriented focus.
- Excellent time management skills.
- Ability to effectively manage material resources and associates.

SUPERVISION

This position will support multiple workflows within the operation at the discretion of management but does not have direct supervisory responsibilities over associates.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.