



JOB OPPORTUNITY – WAREHOUSE SUPERVISOR

Williams Solar, an experienced local Renewable Energy EPC contractor located in the island of Barbados, is seeking an experienced **Warehouse Supervisor** to oversee and coordinate the daily warehousing and retail store activities. Williams Solar engineer, procure, construct and operate and maintain renewable energy systems. Williams Solar is a member of the Williams Industries Group of Companies.

The **Warehouse Supervisor** will implement and maintain productivity, quality and customer service standards and achieve the appropriate level of volume within time limits. The successful candidate should be able to ensure that daily operations meet and exceed daily performance expectations and to increase the company's overall performance.

Key responsibilities for this role include but are not limited to:

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Communicate with customers to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments.

The successful candidate should possess the following:

- Minimum of five years' work experience as a Warehouse Supervisor
- Highly effective supervisory skills and techniques
- Knowledge of warehouse software packages and MS Office proficiency
- Ability to input, retrieve and analyse data
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Proven ability to direct and coordinate operations
- Strong organisational and time management skills
- BS degree in logistics, supply chain management or business administration would be an asset
- Formal training in Solar Photovoltaic (PV) system design and installation would be an asset.

Interested applicants may kindly submit their application consisting of a cover letter and CV to admin@williamssolar.com with subject title '**Warehouse Supervisor**' no later than **March 5th, 2023**. **Only suitable applications will be acknowledged.**