



Supply Supervisor

Supply Supervisor typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. They oversee the efforts of less senior logistics staff and are responsible for the efforts of all staff assigned to a specific job. Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Provide guidance or direction to senior staff logistician and supply clerks.

Ten (10) years of experience and an MA/MS degree. Experience in inventory and requisition supplies and maintaining stock of supplies and equipment. Desired familiarity with military or commercial logistics supply system as well as automated and manual supply systems and equipment serviceability standards and criteria. Experience in recording, maintaining and initiating work order documentation for acquisition of component items from vendors. Experience in operating material and handling equipment. Ability to work independently with minimal supervision or guidance. Knowledge of Federal shipping and logistic regulations is a plus Experience packing, shipping, receiving, transportation of parts, items and equipment, warehouse, and containerized storage management. Experience with office productivity tools such as Microsoft Office Suite.

Must be able to balance, bend, carry, crouch, stretch and kneel

Must be able to push, pull, and reach

Must be able to work in high noise areas

Must be able to lift 50lbs and small parts

Must be able to work with computers and CRTs, and type on a computer keyboard.

