Storage & Warehouse Supervisor – (2021-15538)

Overview:

Primarily responsible for the Storage and Warehouse Supervisor is responsible for overseeing all storage and warehouse operations for the Army Field Service Battalion-Bragg (AFSBn) Installation Supply Support Activity (ISSA); provide all required retail supply services (Class II, IIIP, IV, VII, and IX). These services include receiving, storing, issuing, shipping, requisitioning of items including supervision of the Stock Readiness Program (Caring of Supplies in Storage (COSIS)); turn-ins, to include retrograde, Small Arms/Crew Serve Weapons, Radiation Testing and Tracking System (RATTS) equipment, Controlled Cryptographic Items (CCI), stock control, Installation Serialization Officer responsibilities, Execution and DODAAC management and internal fuel support and fuel delivery. This position requires oversight and guidance for both the Hazardous Material Control Point, and Central Receiving Point operations. The Storage and Warehouse Supervisor will report directly to the Installation Supply Division (ISD) Manager and the Supply Operations Coordinator (SOC). Requires assigning personnel and allocate resources to effectively meet mission objectives. Always sustaining a safe and employee focused work environment encompassed with Vectrus values and code of conduct. Must be prepared to perform other duties as assigned by ISD Manager, SOC and Program leadership in order to meet organizational/operational objectives.

Responsibilities:

This position description is subject to change at any time as needed to meet the requirements of the program or company.

**MAJOR JOB ACTIVITIES:**

* Assigned as the Subject Matter Expert (SME) and principal point of contact in communication for all stakeholders. The Storage and Warehouse Supervisor is directly responsible for:
* Receiving and processing all inbound materials (Class II, IIIP, IV, VII, and IX) from wholesale, vendors, or AWCF Plants
* Preparing and pulling samples for AWCF Audits, comply with the Command Supply Discipline Program (CSDP) directives and operate the Global Combat Support System – Army (GCSS-A) for supply management and reporting
* Inventorying of material/equipment, offloading trucks, signing appropriate receipt documentation, and preparing all appropriate documentation for filing and movements of material/equipment between warehouse locations
* Storing and pulling Material Release Orders (MROs) for all Class II, IV, VII, and IX items (ASL and Excess) in in accordance with SSA internal procedures, AR 710-2 and DA PAM 710 2-2
* Performing location maintenance, to include shelf life management, inventories of all Authorized to Forecast (ATF) and excess lines stored, relocation of assets (bin-to-bin) and create new locations as required
* Issuing Class II, IV, VII, and IX materials to customers in accordance with SSA internal procedures, AR 710-2 and DA PAM 710 2-2
* Ensuring all material/equipment in bin matches MROs; are post good issued, and placed in appropriate bins. Contractor shall ensure that all documentation is filed in accordance with ARMIS, AR 710-2, and DA PAM 710-2-1, and DA PAM 710 2-2
* Preparing and ship out all Class II, IV, VII, and IX items (ASL and Excess) in accordance with disposition instructions through GCSS-A; ensuring items are properly packaged, weighted, crated, palletized, and banded for shipment; ensuring adequate shipping materials are on hand and or requisitioned to support outbound shipments and customer assisted packing
* Preparing and scheduling ll outbound materials/equipment for shipment through Transportation Freight Office
* Performing all necessary inventory and warehouse management functions associated with Stock Control in accordance with AR 710-2, AR 725 -50, DA PAM 710 2-2, ARIMS, and internal SSA SOP
* Performing Stock Readiness support actions, ensuring all material received and stored are properly inspected, packed, and stored
* Receiving all Class II, IV, VII, and IX turn-ins and retrograde from direct supported customers and tactical SSAs
* Receiving turn-ins of small arms and crew serve weapons, RATTS and CCI
* Operating the cannibalization yard (Cann Point)
* Processing customer requests for DLADS withdrawals, which includes ensuring DA Form 1687, Delegation of Authority Signature Cards are on file
* Reviewing and submitting DODAAC request forms for additions, changes, or deletion of DODAACs through appropriate agencies for additions, changes, or deletions to direct supporting SSA Force Element (FE) Structure
* Performing Execution Management (EM) functions of the Operations and Maintenance, Army (OMA) fund, Plant 2000, environment above the organizational level in accordance with CASCOM ESD Material Management Guide
* Overseeing the Central Receiving Point (CRP)
* Overseeing the Hazardous Material Control Point operations
* Establishing and maintaining effective communication and working relationship with the SSA Contracting Officer’s Representative (COR)/ Accountability Officer (AO)
* Reviewing, interpreting and ensuring all operations are performed in accordance with the Performance Work Statement (PWS)
* Ensuring all operations meet designated Performance Requirement Standards (PRS) contract objectives
* Attending scheduled meetings and ensures all required reports are submitted on time; this includes Contract Data Requirement List (CDRL) reports
* Interfacing with customers on supply and maintenance activities, serving as the primary conduit for work initiation and completion
* Monitoring all transactions completed in Global Combat Support System-Army (GCSS-A) at the SSA level
* Overseeing all warehouse functions and operations
* Establishing, maintaining and submitting progress reports as directed
* Implementing, monitoring and overseeing safety processes and practices
* Developing and performing analysis of operational performance standards to measure effectiveness and determine methods to increase overall process efficiencies and customer satisfaction
* Planning, directing and managing personnel and required resources for day to day mission support.
* Job duties and responsibilities may charge due to contractual requirements

**WORKING ENVIRONMENT:**

* Majority of work will be in an office and warehouse (inside and outside) environment. There may be times when an employee is exposed to extreme hot and cold weather conditions. A normal work week is 40 hours (5 days a week), however must be willing to work extended hours and weekends when mission requires There may be times when an employee is exposed to extreme hot and cold weather conditions.

**PHYSICAL ACTIVITIES:**

* Ability to lift 50 pounds.
* Physical requirements include lifting, climbing stairs and extended sitting or standing.

Qualifications:

**MINIMUM QUALIFICATIONS:**

**EDUCATION/CERTIFICATIONS:**

* Must have an Associate degree.
* Must have comprehensive knowledge of Supply Support Activity at the tactical and installation level, as well as Army governing regulations, policies and procedures.
* Must have the ability to work independently and in a team-based, highly collaborative environment.
* Must have strong written and verbal communication skills; ability to interact with subordinates, peers and senior personnel.
* Above average knowledge of the logistic information polices, process and system that pertain to Maintenance, Supply and Services, and Transportation Services.
* Knowledge and experience with Logistic Information System, such as Army Enterprise Systems Integration Program (AESIP), Logistic Information Warehouse (LIW), and Federal Logistics Information System (FLIS)/FEDLOG.
* GCSS-A certified at the SSA level.
* Organizational, analytical, written and oral communication skills, possessing basic proficiency in English language (reading & writing).
* Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Access) and SharePoint is required.
* Must have or able to obtain and maintain a Common Access Card (CAC).
* Secret level security clearance is required.
* Valid state driver’s license required.
* Forklift licensed preferred.

**EXPEREIENCE:**

* Must have 10 years of logistics or maintenance management experience at the division or brigade level.
* Must have eight (8) years’ experience in creating work schedules, work instructions, external and internal standard operating procedures.
* Must have knowledge and experience in process improvement techniques and strategies.
* Must have knowledge in identifying and monitoring Key Performance Indicators (KPIs).
* Must have knowledge and experience in interpreting Acceptable Quality Limits (AQL) contract objectives.

**SKILLS:**

* Ability to oversee the day-to-day logistics, maintenance and transportation activities of a division or brigade sized operation.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

* Supervise approximately 86 personnel.

**We are committed to an inclusive and diverse workplace that values and supports the contributions of each individual. This commitment along with our common Vision and Values of Integrity, Respect, and Responsibility, allows us to leverage differences, encourage innovation and expand our success in the global marketplace. Vectrus is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, protected veteran status or status as an individual with a disability. EOE/Minority/Female/Disabled/Veteran.**