



Warehouse Supervisor

Company profile:

Trilliant Food and Nutrition, headquartered in Little Chute, Wisconsin, has been a pioneer in the U.S. specialty coffee market since 1979. We have used our years of experience and skill in the traditional coffee segment to produce one thing: great coffee. We continually strive to be the best in coffee selection, precision roasting and brewing. Today, Trilliant Food and Nutrition offers three distinctive brands — Victor Allen's Coffee™, Rio Grande Roasters™ and Indulgio™ as well as private label, customizable products for our customers. In order to keep up with consumer demand, Trilliant Food and Nutrition has continued to make advances and improvements, and has expanded into numerous distribution channels and regions throughout the country including retailers, foodservice distributors and coffee houses. Learn more about our growing company at www.trilliantfood.com.

Position Summary:

Reporting to the Operations Manager, this position is responsible for coordinating all aspects of warehouse operations including shipping schedules, loading operations and material handling activities (processing, packaging and storage of supplies, materials and equipment).

Responsibilities Include:

Distribution, Transportation & Warehousing:

- Assisting in designing and managing optimal space and storage plan for existing and new warehouse facilities.
- Maintain warehousing and distribution center contacts..
- Participate in innovative warehousing and distribution programs and processes.
- Inbound and outbound transportation management from/to production and distribution facilities.
- Assist to develop warehouse and distribution center team.
- Coordination of product deployment from internal or 3rd party manufacturing locations to distribution centers in accordance with overall planning strategies
- Work cross-functionally to supply offerings such as factory direct, modular pallets, and customer pickup shipments. Using transportation expenses as a guide recommend the process for Customer Returns and Sample order shipments.
- Assist with the activities relating to loss/damage claims in partnership with customer service. The specific activities include the investigation, timely filing and collection of the claims.
- Directs and coordinates all aspects of warehouse operations including shipping schedules, loading operations and material handling activities (processing, packaging and storage of supplies, materials and equipment.
- Prepares schedules for shipping and receiving materials to control the flow of goods and optimize warehouse space.
- Develops, communicates and monitors work schedules and policies/procedures.
- Oversees the inspection of incoming goods and ensures damaged goods are returned and/or credit is received as appropriate.
- Hires, develops and reviews warehouse staff across all 24/7 crews.
- Inventory accuracy to include proper age rotation and date code integrity.
- Seek out and implement innovative warehousing and distribution programs and processes.
- Provide input and analysis as part of the annual warehouse budgeting process.
- Manages inbound scheduling process with vendors / carriers to control the flow of product into the building while maintaining level-of-service goals.
- Works with Inventory Planning to resolve vendor issues on delivery.
- Ensures receipts are reconciled against purchase orders and proper paperwork is forwarded to Accounts Payable and the inventory planning team.
- Ensures product meets standards for quality and product specifications for all inbound receipts.
- Maintains receiving accuracy in item identification, quantity acknowledged, and putaway activities.

- Ensures timely and accurate replenishment.
- Responsible for inventory control to ensure replenishment parameters maximize the efficiency of every replenishment,
- Determines proper staffing levels needed based on work volume and productivity and effectively forecasts needs.
- Ensure service goals are met in all areas of responsibility.
- Works with other managers to plan and allocate resources across the building.
- Ensures BPMs are in place and followed.
- Responsible for data integrity and accurate data management within the ERP and WMS.
- Ensures housekeeping is maintained.
- Pursues initiatives to improve department efficiency leading to lower operating costs, improved quality, and/or improved safety.

Inventory & Production Planning

- Participate in inventory strategy development and execute inventory planning process and analysis.
- Ensure inventory accuracy to include proper age rotation and date code integrity.
- Ensure that systems and procedures are in place and executed to enable full trace of all production in the case of a food safety or other product recall. This includes product residing in third party warehouses, contract manufacturers or co-packers.
- Review sales and finished goods inventory data in partnership with sales, operations or customer service team members to adjust plans as needed to respond effectively to unexpected sales trends and/or inventory balances.
- Facilitate production planning tools and processes and assist scheduler with execution and decision making as needed.
- Participate in sales forecasting process.
- Monitor product age ensuring product freshness. Communicate to Marketing, Sales, and Finance age issues or concerns.
- Ensure ERP system master data management, integrity, and maintenance for assigned area.

Qualifications:

- 3+ years hands- experience in a food industry or related manufacturing facility.
- Track record of successfully selecting, planning and implementing new 3rd party vendor (warehouse, transportation, etc.) Experience starting up new internal warehousing including design, planning and execution while meeting service, quality and cost requirements.
- Knowledge of food packaging principles, food industry quality and food safety requirements, and new product scale up dynamics.
- Demonstrated strength in process improvement, SOP documentation and employee training.
- Experience in managing information within and ERP system. ERP implementation experience is preferred.
- Understanding of the basics of change management and has effectively led large scale changes or process improvements.
- Demonstrated ability to manage multiple priorities, projects and simultaneous user needs.
- Strong project management skills.
- Attention to detail.
- Good team player able to work well with others and contribute to a positive work environment.
- Strong interpersonal skills. Excellent verbal and written communication skills.
- Demonstrated ability to collaborate well cross-functionally and work well at all levels of the organization.
- Strong analytical skills, troubleshooting and judgment skills.
- Results driven.
- Solid computer skills including Microsoft Office tools (Excel, PowerPoint, Word) and related production and product information systems.
- Desire to work in a fast paced high growth environment.

- Must be willing to be a hands-on performer and spend significant time both planning and executed processes, analysis and spend time on the plant production and warehouse floor.

Benefits & Compensation: We offer a competitive base salary and a comprehensive benefits package for full-time employees.

Application Process: To be considered, please email resume to jobs@victorallen.com with a subject line "Warehouse Leader".