

# **MJO Staffing**

**MJO Staffing is seeking the following candidates.**

Distribution Supervisor Pay rate: \$18.00 - \$24.00

MJO Staffing in Walnut, CA is searching for a Distribution Supervisor. This is a Temp to hire opportunity. The key strengths for this Supervisor Position is Strong WMS usage in a high volume shipping environment with heavy order picking. Must have strong training and leadership skills. Must have 3PL experience. Bilingual a Plus. AS400 and TMS experience.

- Responsible for the distribution operations including labor scheduling and tracking, supervision and proper utilization of space, equipment and manpower.
- Key responsibilities include the following: staffing, employee training, warehouse operations, maintenance of facility and equipment, safety, security, housekeeping, sanitation programs, building and grounds maintenance, communication, productivity metric monitoring and reporting, and operations and systems effectiveness.
- Serve as an interface and coordinator between distribution operations and the needs of the Director of Distribution.
- Ensure that the customers' orders are received, picked and shipped in a timely fashion within prescribed service levels, productivity standards and company cost levels. Process customers' orders accurately and promptly.
- Control and direct transportation into and out of the facility to meet the customer and the company's standards of customer service, cost, safety and security.
- Ensure the accurate and timely preparation, processing, distribution and retention of all necessary reports and records regarding distribution operations. Monitor on a daily basis the productivity results. Communicate results with personnel on a daily basis.

**MJO Staffing  
20615 E Valley Blvd # C**

**Walnut, CA 91789**

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