

**JOB TITLE: Supervisor, Warehouse Operations - Night Shift (Sun to Thurs 7 PM to 4 AM)**

**Qualified diversity candidates encouraged to apply**

**Experience working in a multicultural environment**

**Bi-lingual preferred (Spanish-English or Khmer-English)**

**Please contact Molly Allen at 614.757.2682 or [molly.allen@cardinalhealth.com](mailto:molly.allen@cardinalhealth.com) if interested in applying.**

**At Cardinal Health, we're developing the innovative products and services that make healthcare safer and more productive. Join a growing, global company genuinely committed to making a difference for our customers and communities.**

***What Warehouse Operations contributes to Cardinal Health***

Warehouse Operations is responsible for performing/controlling a combination of manual or automated tasks necessary for the receipt, storage, and shipment of product. This may include functions of receiving, picking, packing, shipping, staging, transporting, storage, delivery, etc. Also responsible for the efficient flow of products from the point of product receipt from vendors to the shipment of products (via prescribed service parameters) to a variety of internal and external customers.

***What is expected of you and others at this level in Operations for functional success***

- Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors
- Makes decisions, often difficult and/or unpopular, by carefully weighing pros and cons and acting for the benefit of the work team; coaches/supports subordinates in their decision-making efforts
- Provides input into succession planning process for own work area
- Builds confidence and respect of others through a positive and energizing style
- Works within budgetary/ financial objectives set by manager, applying knowledge of profit drivers to work processes within own area
- Builds customer relationships, interprets customer needs and assesses their business requirements
- Resolves day-to-day or routine problems using defined processes
- Ensures work team understands and supports the focus on operational excellence
- Effectively listens to and explains difficult issues to reach shared understanding and build alignment

Drives shift staff in meeting all required productivity, quality, control, and expense reduction objectives, as set by the Night Operations Manager and Director of Operations

- Serves as liaison between Night Shift and Day Shift Operations
- Responsible for warehouse safety programs to provide a safe and clean workplace for employees within the regulations of all Occupational Safety and Health Administration (OSHA) local and federal regulations
- Recommends programs, policies and strategies to increase productivity of Night Shift personnel
- Handles customer correspondence, complaints, and inquiries with regards to shipment of merchandise

- Under the direction of the Night Operations Manager, maintains an effective facility through proper selection and assignment of personnel

### **Qualifications**

#### **Associate degree required**

- Bachelor's degree in Business Administration or a related field preferred
- 1-2 years related supervisory experience
- Strong communication skills (verbal and written)
- Prior knowledge of Lean Six Sigma, black belt or Kaizen leader experience preferred
- Strong interpersonal and leadership skills
- Knowledge of warehouse management systems
- Proficient with Microsoft Office programs, advanced skills with Microsoft Excel
- Ability to occasionally lift up to 50 pounds
- May require occasional travel