

Warehouse Assistant Supervisor

An **Assistant Warehouse Supervisor** is needed at Functional Fenestration Inc (FFI), to help to lead the Warehouse Team and ensure the timely and accurate flow of goods in and out of the warehouse. Responsibilities include maintaining accurate inventory, a clean and organized facility, organized records for shipping and receiving operations, and efficient use of company inventory software. Also, assembly of FFI proprietary products using FFI components, machinery and materials.

FFI is a business-to-business provider of quality architectural hardware, components, and electric automation systems for doors, windows and skylights.

Qualifications

- Minimum 5-years experience in warehouse operations, including shipping, receiving, and cycle counting.
- Minimum 1-year experience supervising others.
- Experience in warehouse safety procedures.
- Computer proficiency, with intermediate to advanced skill level with MS Word, Excel, Access, internet research, and SQL systems (SAP, Epicor Prophet 21, or other).
- Experience using warehouse tools such as scales, pallet jacks, ladders, band saws, calipers.
- Knowledge of quality control or process improvement and efficiency systems such as Lean Manufacturing, Kaizen, Six Sigma, continuous improvement or ISO is highly desired.
- Industry experience in any of these is desired: construction, building materials, distribution or manufacturing of windows, doors and skylights; architectural hardware; electric actuators, control boxes or other electrical products; metal extrusions; commercial glazing; building automation systems; curtain wall; able to read blueprints, take-offs and CAD drawings; machine shops; basic electric schematics; manufacturing processes such as die-casting, injection molding, or plating.
- Demonstrated abilities in leadership, organization, and attention to detail.

Since 1987, FFI has been providing expert architectural product solutions to the fenestration (door, window & skylight) industry. FFI is headquartered in Hawthorne, CA. Benefits include health, dental, vision, and 401(k).

Visit us at www.fenestration.net. Email resume and salary requirements to HR@fenestration.net. An equal opportunity employer.