



## Warehouse and Logistics Supervisor

J.C. Newman Cigar Company was founded in 1895. With our headquarters, factory and museum located in historic Ybor City (Tampa), Florida, J.C Newman Cigar Company is the oldest family-owned cigar manufacturer and distributor of premium cigars in the country and operates the last cigar factory in the Cigar City of Tampa.

Focusing on inventory processes and the integration of JDE and RF Smart for best practices within the warehouse operations, the Warehouse and Logistics Supervisor will be responsible for coordinating inbound freight and container deliveries, inventory management, and inventory primary and secondary locations. This position will also focus on planning and executing multi-level warehouse floor space and rack locations based on current needs and future inventory levels. The ideal individual will have an open mind and experience in bringing new solutions into the distribution environment. This position will handle all inbound inventory in the warehouse and will supervise and assign tasks to associates and maintain seamless functions in the warehouse and inventory management. Having prior experience leading a team and conducting cycle counts is required.

Possessing at least 5 years of inventory management, traffic management and warehouse layout experience is desired. To be successful in this position it will require someone who is highly organized, has attention to detail, is a natural problem solver, can work well under pressure, can handle multiple situations happening at one time, is a positive leader in a team environment, and can bring enthusiasm to the warehouse team.

### The Essential Duties, Functions and Responsibilities are as follows:

- Oversee warehouse and logistics, including inventory control, space management, scheduling and receiving of goods.
- Manage daily inventory operations to maximize productivity and meet daily operational goals in shipping.
- Coordinate warehouse activities in distribution processes in an effective and efficient manner to satisfy internal and external customer service.
- Conduct monthly and annual cycle counts.
- Work closely with receiving department to ensure inventory is properly stored.
- Manage off site inventory location and coordinate weekly delivery schedule.
- Assist warehouse manager with daily shipping and receiving processes.



- Ensure all department employees are properly trained in work related and safety procedures per company guidelines.
- Maintain a safe working environment for the entire department staff. Motivate employees to work in a team environment to promote productivity, and quality of work.

**The Required Skills, Knowledge and Abilities are as follows:**

- AS/BS/BA degree in logistics or similar warehouse or business major.
- 5 years' experience in warehouse operations / distribution.
- Minimum of 2 years Supervisory experience in a distribution environment (picking/packing, small package, and LTL shipping).
- Strong operating knowledge of a inventory management system, preferably RFSmart and JD Edwards.
- Proficient in Microsoft Office applications (i.e. Word, Excel, Power Point, Outlook)
- Extreme attention to detail, assuring warehouse is operating effectively and always neatly stocked and clean.
- Dependable with ability to multi-task and work effectively in a team environment.
- Able to train and direct warehouse staff.
- Excellent leadership and problem-solving skills.
- Qualified to operate electric pallet jack, pallet lift and forklift.

J.C. Newman Cigar offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies, vacation, and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at [hr@jcnewman.com](mailto:hr@jcnewman.com) or visit our website [JC Newman Careers](http://JCNewmanCareers) to complete an application and submit a resume.

At J.C. Newman Cigar Company we hold a belief that diversity and inclusion is an essential part of our success over the last 127 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug free workplace and conduct pre-employment drug screening.