### JOB DESCRIPTION

The Suddath Companies is a multifaceted group of companies that specialize in worldwide corporate employee relocations, household moving, warehouse and logistics management and specialized transportation services.

**Why work at Suddath?**

You'll be an important part of the team doing a job with lots lots of variety. Use your customer service skills while you work with a supportive group of people.

**What you can expect**

- Work in different environments
- Meet people from all walks of life and career paths
- Gain knowledge of our industry and opportunities to develop leadership skills
- Learn move management and warehouse management software
- Receive training on job skills and software applications

**Here's more about the job:**

The Project Supervisor oversees the crew and move process specified in a commercial job scope of work. The supervisor acts as the point of contact with the client, directs the order and assignment of work duties, and coordinates with the company sales and operations staff.

**Duties and Responsibilities:****

**Crew Supervision and Staffing:**

- Supervise all commercial relocation staff on job sites
- Assist with the dispatch of commercial crews
- Schedule employees based upon work load
- Recruit, hire, train commercial service personnel
- Act as liaison between Suddath’s crew and the commercial customers
- Recruit and train future project managers
- Recruit, hire, train commercial service personnel

Job Supervision and Customer Interaction:
- Manage, document, and communicate job changes to appropriate parties
- Perform on-site customer demonstrations and coaching
- Setup labeling and placard system for commercial relocations
- Serve as on-site project supervisor
- Perform Quality Control, (QC) visits; set and monitor work performance standards
- Follow the IOMI training methods and guidelines
- Perform pre-move and post-move walk-thru for commercial projects
- Work with the warehouse staff to implement an inventory control system for commercial equipment to insure the safe use, return, check in, repair and replacement of Suddath equipment
- Act as liaison between sales, operations, and crews
- Manage commercial warehouse projects

Requirements:
- 2-5 years experience as a Supervisor, Commercial products experience preferred
- Experience in shipping, receiving and storage activity required
- Experience working in a computerized inventory management system
- Strong work ethic and ability to multitask
- Good oral communication skills
- Strong organizational skills and attention to detail
- Excellent people skills, ability to work with both internal and external customers
- High energy, enthusiastic perspective with a strong desire for self-improvement and advancement
- Forklift certified; driver qualified
• Must have the ability to work nights and weekends

3 TO 5 KEY SKILL SETS REQUIRED

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

OTHER DUTIES & RESPONSIBILITIES:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION & EXPERIENCE:
One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

TRAVEL: No travel required.

LANGUAGE SKILLS:
• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
• Ability to write routine reports.
• Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
• Ability to define problems, collect data, establish facts, and draw valid conclusions
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

COMPUTER OPERATIONS:
To perform this job successfully, an individual should be able to learn and effectively use software applications such as move management, timekeeping, HRIS and other software systems used in the performance of job duties.
PLANNING/ORGANIZATION:
• Ability to prioritize and re-prioritize as situations and needs change throughout the workday
• Ability to multi-task and organize workflow to manage daily responsibilities, meet deadlines and prioritize work

CERTIFICATES/LICENSES/REGISTRATIONS
No certifications required.

WORKING CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL/ENVIRONMENTAL DEMANDS:
ACTIVITY:
• Stand - Over 2/3 Time
• Walk - Over 2/3 Time
• Sit - 1/3 to 2/3 Time

• Use hands to finger, handle, or feel - Over 2/3 Time
• Reach with hands and arms – Over 2/3 Time
• Climb or balance – 1/3 to 2/3 Time
• Stoop, kneel, crouch or crawl – Over 2/3 Time
• Talk or hear – Over 2/3 time
• Taste or smell – Under 1/3 time
• Other - None

PHYSICAL ACTIVITY LEVEL:
• While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

• The employee must regularly lift and/or move up to 50 pounds unassisted. The employee must be able to carry and climb a ladder.

MANUAL DEXTERITY:
Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

SPECIAL VISION REQUIREMENTS:
Specific vision abilities required by this job include close vision and distance vision, depth perception and ability to adjust focus.