



Stockroom Supervisor
Job #514
Pay range: \$25.38– 37.89/hour

Photo-Sonics, Inc. is an international leader in state-of-the art optical tracking systems in Chatsworth and has an immediate opening for a Stockroom Supervisor. We're seeking a multi-disciplinary candidate who is self-motivated and is able to set and meet goals.

The Full-Time Stockroom Supervisor is highly skilled in managing work order procedures, including the creation, tracking, and closure of production orders. Proficient in job costing calculations, with a strong understanding of labor reports and financial tracking.

Responsibilities include but not limited to:

Stockroom Operations:

- Organize daily stockroom activities and assign tasks to ensure efficient workflow.
- Organize and manage inventory cycle counts.
- Coach and support stockroom staff to improve operational efficiency and meet production goals.
- Provide training and guidance on inventory procedures, safety protocols, and equipment usage.

Inventory and Order Management:

- Maintain accurate inventory records; open and close production orders, identify shortages, calculate labor charges, and manage item costing.
- Monitor stock levels and generate purchase requisitions as needed; coordinate with Purchasing to ensure timely material procurement.
- Ensure order fulfillment by coordinating with Production and other departments to promptly process material requests and deliver materials accurately and on time.
- Conduct periodic stockroom location audits and generate shortage reports to expedite material flow.

Data Analysis and ERP Accuracy:

- Analyze inventory data to identify trends, forecast demand, and support informed decisions on stock levels and replenishment strategies.
- Ensure ERP system accuracy; maintain item master data and production flow updates in alignment with Engineering Change Notices (ECNs), BOM changes, and redlines.
- Evaluate WIP (Work in Progress) hours using ERP reports. and compare to historical data to assess labor efficiency.
- Prepare and maintain stockroom and production-related reports as requested by management.

**Quality Assurance & Compliance:**

- Collaborate with Quality Assurance to ensure compliance with product quality standards; report issues promptly and assist in corrective actions.
- Enforce safety regulations and promote a clean, safe, and compliant work environment.
- Lead the planning and execution of the annual physical inventory and ensure compliance with AS9100 standards.

Process Improvement:

- Continuously identify and implement improvements in stockroom operations to enhance accuracy, efficiency, and productivity.
- Work closely with technical and administrative staff to resolve production or processing issues.
- Perform other duties, tasks and responsibilities as assigned.

Requirements:**Education:**

- HS diploma or equivalent; additional education or certifications in supply chain management or related field.

Experience:

- Prefer 5-8 years of related proven performance experience in a manufacturing Stockroom environment.
- Prefer 1-3 years proven supervisory experience leading a team of 3-5 people.

Key Qualifications:

- Experienced in reading and interpreting engineering drawings ECN (Engineering Change Notice) updates, and red-line revisions for production parts.
- Works collaboratively with Materials, Production, and Project Managers to coordinate work order flow based on project priorities and delivery milestones.
- Partners closely with the Materials Manager and is well-versed in pricing breakdowns, order distributions, ETA tracking, and ensuring on-time deliveries.
- Analyzes hours logged on work orders using ERP WIP (Work in Progress) reports, comparing with historical data to evaluate production efficiency.
- Oversees daily stockroom operations, assigns tasks, trains new hires, and coordinates work assignments.
- Regularly generates and reviews stockroom location and shortage reports to facilitate timely movement of parts.
- To be trained in ESD, FOD, AS9100, ITAR control, Quality Assurance. Involved in Receiving work and purchase receipts.

Technical Proficiency:

- Advanced user of Microsoft NAVISION ERP system.
- Proficient in Microsoft Excel, Word, and PowerPoint.



- Skilled in navigating Engineering PDM systems, including Vault.

Additional Skills:

- Friendly and approachable, with strong cross-departmental communication skills and an in-depth understanding of how each team contributes to the overall production process.
- Forklift certified, with experience in the safe transport of heavy and high-value items.
- Knowledge of Tool Crib inventory management as well as knowledge of Calibration management a plus

Physical Requirements include:

- Ability to frequently stand, walk, use hands and reach with hands and arms.
- May be required to lift up to 50 lbs.

Physical Requirements of this position requires ability to walk, sit, talk, see, stand, use hands, reach, some lifting.