

# Depot Shift Supervisor

**Location:** Portland, OR

**Department:** Operations

**Employment:** Full Time Exempt

**Available Shifts:**

Tuesday-Saturday 2:00am – 11:00am

Monday-Friday 5:00pm – 2:00am

**Salary:** TBD

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GLS, General Logistics Systems Company, is a leading regional delivery carrier which has been providing Priority, Ground and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

The Depot AM Shift Supervisor manages all aspects of Depot Inbound Operations including the morning receipt of all parcels and freight from inter and intra-regional hubs, sortation operations to routes, supervising all sort and dispatch positions during the AM shift, and seeing the timely dispatch of all package delivery contractors from the Depot.

The Depot PM Shift Supervisor manages all aspects of Depot Outbound Operations including the receipt of all parcels and freight from customers, sortation operations to outbound linehaul, supervising all sort and dispatch positions during the PM shift, and seeing the timely dispatch of all linehaul from the Depot to the Hubs.

## Responsibilities & Duties

- Supervise all positions within the Depot to support the AM or PM Operations including, but not limited to, Package Handlers, Forklift Operators, Scan Operators, Dispatchers, and Field Operations Specialists.
- Hire, supervise, assign tasks, coach, and discipline staff during the AM or PM Operations.
- Validate prior day delivery operations and perform daily and weekly TPC reconciliation process.
- Audit all prior day operations for accuracy in settlement totals, hours worked, and allocation of labor.
- Oversee the execution of all morning or afternoon and end-of-day reporting functions as required.
- Ensure that dispatch operations are meeting all expected response service times and handle escalations as they come up.
- Delegate tasks as needed to the appropriate team members for accurate and on-time completion.
- Monitor and track delegated assignments to ensure performance and compliance.
- Perform duties as assigned by the Depot Manager and Region Director.

**Qualifications Needed:**

- 3 to 5+ years experience in a service industry role and/or in a supervisory position.
- Basic understanding of local, state and federal employment laws.
- Exceptional interpersonal communication and relationship-building skills.
- Outstanding written and verbal communication skills
- Basic to Intermediate understanding of MS Office Suite and general computer system usage.
- Prior transportation and delivery service experience preferred

**Physical Demands:**

Requires physical and mental stamina appropriate to the performance of assigned duties the following represent illustrations of requirements- Sitting or standing for extended periods of time; in an office setting and requires going into a heavy warehouse setting depending on the needs of the day. Ability to evaluate, assess and manage complex problems and policy related matters without bias, at times in emotionally or sensitive charged situations. He/she may be required to work evenings or weekends. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry boxes or containers. Must have the ability to perform the essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others.

**Work Environment:**

Mainly office environment but while in warehouse areas the person will be exposed to all weather conditions, noise, fumes, dusts and odors or while traveling will be exposed to outside weather conditions.

**Benefits for Full-Time Employees**

- 401K with employer matching
- Health, Dental, Vision and Life insurance options
- PTO & Sick Leave
- Direct Deposit

**To Apply:**

Please email your resume and cover letter to [careers@gso.com](mailto:careers@gso.com)

**EEO Commitment:**

GLS, General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GLS and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GLS complies with all laws and regulations relating to employment discrimination, and is always committed to doing what's right.