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Ancient Brands Milling, LLC Ancient Brands Milling (ABM) is a leading provider of puffed rice, ancient grains and heritage grains to a number of North America's most recognized food processors and brands. In addition to its puffed grain portfolio, ABM also provides ancient grain supply chain solutions.

## Warehouse Systems Supervisor

### Position Overview

The Warehouse Systems Supervisor is responsible for overall warehouse operations to provide services that meet safety, quality, cost, volume, and timelines. This Supervisor is accountable for inbound/outbound logistics, of finished goods, raw material, and packaging at the ABM facility. 1st shift available.

### Key Responsibilities

- Responsible for the overall direction, coordination, and evaluation of the warehouses.
- Reviews all shipping, receiving, and inventory discrepancies and assist with root cause analysis.
- Maintains accuracy of all shipping, receiving and picking of raw materials and finished goods.
- Conducts physical counts of inventory and reconcile floor counts and inventory shipments.
- Manages incoming and outgoing shipping events to ensure accuracy, completeness, and condition of shipments.
- Inspects loading and unloading operations to ensure compliance with shipping specifications.
- Keeps the warehouse clean and safe at all times.
- Assist in the monitoring and compliance with food safety program.
- Perform general housekeeping activities.
- Ensure compliance with safety codes, policies, and procedures of Ancient Brands Milling and standards established by Occupational Safety & Health Administration (OSHA) and Food and Drug Administration (FDA).

### What is expected of you and others at this level

- Has the ability to operate forklift safely.
- This role requires regular presence on the plant floor.
- This role requires lifting up to 50 lbs. on occasion.
- Works with a limited degree of supervision.
- Acts as an informal resource for colleagues with less experience.

### Minimum Qualifications & Skills

- Minimum 2 years of relevant experience
- Basic experience in Microsoft Office and ERP/material management systems
- Ability to organize and prioritize workload, and to meet deadlines
- Ability to write and verbally communicate in a professional manner
- Must be a self-starter
- A strong team-player with the ability to engage with all levels of the organization

For information pick up application at Ancient Brands Milling at 594 6th Ave. Dyersville, IA 52040, call 563-258-6260 or email [support@ancientbrands.com](mailto:support@ancientbrands.com).

*This job description is intended to describe the general nature and level of work performed. It does not include all responsibilities and skills required of the job and may be changed at any time.*

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