



## Ace Computers

340 Howard Ave.  
Des Plaines, IL 60018

Phone: 877-223-2667  
E-mail: [careers@acecomputers.com](mailto:careers@acecomputers.com)

### Warehouse Supervisor

Location: [Des Plaines](#)  
Employment: [Full-time](#)

**Summary:** Ace Computers, a leading provider of information technology solutions and one of the top 100 Custom System Builders in the US, is seeking to add a member to our team. This role will report to the Operations Manager.

### Job Description:

We are seeking an experienced and detail-oriented Warehouse Supervisor to oversee the daily operations of our shipping department. In this role, you will lead a team to ensure timely, accurate, and efficient shipment of products while maintaining compliance with company policies and safety regulations.

### Duties & Responsibilities:

- **Team Leadership:** Supervise, train, and motivate the shipping team to meet performance goals and maintain high standards of accuracy and productivity.
- **Operational Oversight:** Manage all shipping activities, including order preparation, packaging, labelling, and dispatching of products.
- **Process Improvement:** Identify and implement opportunities to improve shipping processes, reduce errors, and enhance efficiency.
- **Inventory Control:** Work closely with warehouse teams to ensure maintaining accurate inventory levels by overseeing receiving, storing, and picking of goods, utilizing ERP system (GSS) to track stock. Resolve inventory discrepancies
- **Quality Control:** Conduct regular checks to ensure shipments meet company standards and meet customer expectations.
- **Carrier Coordination:** Liaise with carriers and logistics providers to schedule pickups, negotiate rates, and address delivery issues.
- **Documentation:** Maintain accurate shipping records, including bills of lading, packing lists, and tracking information.
- **Compliance:** Ensure adherence to safety protocols, shipping regulations, and company policies.
- **Reporting:** Monitor shipping metrics and provide regular updates to management on performance, costs, and operational challenges.

**Requirements:**

- High school diploma or equivalent (bachelor's degree in Logistics, Supply Chain, or related field preferred).
- 3+ years of experience in shipping, logistics, or warehouse operations, with at least 1 year in a supervisory role.
- Strong organizational and problem-solving skills.
- Proficiency with shipping software and inventory management systems.
- Knowledge of domestic and international shipping regulations and practices.
- Excellent communication and leadership abilities.
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- Forklift certification and experience with warehouse equipment is a plus.

**Benefits:**

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.

Send applications to [careers@acecomputers.com](mailto:careers@acecomputers.com)