



Ozeki Sake (U.S.A.), Inc.

Job title	Bottling Supervisor
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Job Summary

Bottling supervisor is responsible for supervising employees working in the warehouse, shipping, receiving, managing inventories, labeling, counting, inspecting, and other warehouse duties.

Primary Duties - Warehouse

- Supervising all employees working in the warehouse and maintaining the productivity
- Shipping - Preparing and loading shipments, working with shipping coordinator
 - Maintaining clear communication with shipping coordinator
- Receiving - product inspection and quantity check, including bottles, bag in a box, sugar, salt, and other receiving items in general
 - Maintaining clear communication with purchase coordinator
 - Responsible for comparing the quantity received and the quantity ordered (use bill of lading), and reporting to purchase coordinator
 - Responsible for inspecting the quality, taking pictures (if necessary), and reporting to purchase coordinator
 - Responsible for reporting damaged items to managers
- Organizing finish products, shipping materials, stamps, labels, and other materials stored in the warehouse
 - Counting, taking pictures, and reporting any damaged final products
- Managing shipping material inventories - Please see attached
- Managing outer-box-sheet (OBS) inventories - List to be provided by purchase coordinator
- Preparing and leading the annual inventory check in the warehouse
- Maintaining (and reporting for broken) all tools and equipment used in the warehouse
- Maintaining overall clearness and organization in the warehouse
- Reporting incidents, accident, other relevant events to immediate manager on daily basis

Additional Duties at other sites

- Work in the bottling area when necessary
- Assist other production when necessary