



**Tennessee Rehabilitative Initiative in Correction**

**Website:**

[www.TRICOR.org](http://www.TRICOR.org)

**To apply please submit your resume or application via:**

**Email:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)

Or

**Mail to:**

TRICOR Human Resources  
6185 Cockrill Bend Circle  
Nashville, TN 37209

**For more information contact Nikki Turner at 615.741.5705**



**All State of Tennessee facilities are smoke free environments.  
The State of Tennessee is an equal opportunity, equal access, affirmative action employer.**

**TRICOR Warehouse Supervisor**  
**TRICOR Logistics Center (TLC), Nashville, TN**

**Please send salary requirements with your resume and/or application.**

*TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.*

**Job Description:** TRICOR is seeking an exceptional individual to supervise its warehouse operation. This position is responsible for the day to day operations of the warehouse as it relates to the hiring and training of offender workers on Receiving, Inventory Control, Order Picking, and Shipping Accuracy.

**Primary Responsibilities:**

- Accomplishes warehouse staffing objectives by selecting, training, assigning, scheduling, coaching, counseling, and disciplining offender workers; communicating job expectations; planning, monitoring, appraising job contributions; adhering to plant rules, policies and procedures.
- Responsible for the monthly payroll and performance evaluations of offender workers.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- Ensures delivery of supplies and equipment to departments by receiving and transferring items.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
- Accomplishes warehouse and organization mission by completing related results as needed.

**Education and Experience:**

- High School Diploma or Equivalent required. Associates Degree or higher preferred.
- 1-3 years supervisory experience in a warehouse and/or manufacturing setting is a plus.
- Ability to manage Excel spreadsheets and inventory systems required.

**Key Competencies:**

Supervision, Safety Management, Data Entry Management, Dependability, Reporting Skills, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Equipment Maintenance, Organization, Excellent Verbal & Written Communications, Customer Focus, Critical Thinking, Decisive, Cross Functionality, Life-Long Learner, Relationship Management and Results Oriented, Self-starter.

*Our Mission: To prepare offenders for success after release.*