



Warehouse Operations Supervisor

Join the dynamic and collaborative team at Katalyst Data Management (Katalyst)! Katalyst is seeking a Warehouse Operations Supervisor with great organizational skills. This is an exciting opportunity to play an integral role in achieving the company's goals. Qualified candidates will bring a strong attention to detail, an ability to work in a faced paced environment, safety first mentality and a great attitude.

- **Located in Houston**
- **Sunday – Thursday from 10:00 p.m. – 6:30 a.m.**
- **Full-time position**

The Company

Katalyst Data Management is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialized data services cater to large multinational corporations, national governments and small independents. Katalyst's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled Katalyst to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

In this role, you will be responsible for overseeing a wide range of operational activities during the 3rd shift. These activities include (but are not limited to) receiving and inventorying incoming client data, shipping customer orders, maintaining warehouse materials, and the heat-treating and cleaning of client tape media. The select individual will work closely with the Operations Manager to ensure that a high-level of quality and production are met at all times. Great organizational ability, a high level of attention to detail, and the ability to multi-task are also required for this role.

Key Responsibilities

- Coordinate, manage and monitor the overnight operations.
- Train, motivate, coach and evaluate associates in all areas of job duties using established Katalyst methods and standards.
- Organize incoming data, prioritize and delegate work based on priority levels.
- Communicate to management of project progression and obstacles.
- Communicate to management any issues that may arise during the overnight operation.
- Maintain a safe and healthy workspace.
- Exhibit positive, supportive behavior in all interactions with co-workers, managers and clients.

Skills Required

- Safety first mentality
- Ability to communicate with employees, management and vendors in a clear and constructive manner, both orally and in writing
- Ability to work well in a team oriented environment
- Strong computer skills with an emphasis on Microsoft Excel
- Basic knowledge of geophysical/geological data and terminology
- Select individual must be organized and able to multi-task according to client's specific priorities and requirements.
- Takes departmental responsibility for workflow performance and adheres to commitments

Required Education and Experience

- Bachelor's degree or minimum 3+ years leading a comparable logistics/warehouse environment

- Forklift license preferred
- 2+ years working in the E&P industry
- 3+ years leading teams

Additional Eligibility Qualifications

- Ability to lift up to 50lbs (23kg) and adhere to company safety standards
- High endurance and the ability to work within a fast paced environment

Occasional travel may involve errands for the company, such as trips to the offsite physical storage site for requested client inventory items. Mileage is reimbursable to the employee at the current local government mandated rate per mile/kilometer.

Resumes can be emailed in confidence to jobs@katalystdm.com.