



Job Description

Position: Warehouse Manager
Department: Operations
Reports To: Sr. VP of Operations
Revised: 11/02/06

Position Purpose:

The Warehouse Manager has general responsibility for coordinating and supervising all warehouse activities on a daily basis. The Manager is also responsible for the customer service, inventory control and profitability of the facility.

Position Responsibilities:

1. Supervise and coordinate unloading of inbound shipments, orderly stacking of product, and the picking and staging of outbound shipments in accordance with the highest possible levels of productivity. Verify required inbound/outbound paperwork with drivers, ensuring, that all product is properly counted.
2. Ensure inbound and outbound shipments are accurate and free of damage.
3. Ensure the efficient and safe operation of all materials handling equipment.
4. Participate in establishing work schedules. Ensure that the schedules are correctly implemented and that jobs are assigned effectively and completed properly.
5. Train employees on the proper procedures for each customer account. Maintain current procedures (SOP's) for both office and warehouse functions.
6. Maintain product locator system. Ensure the optimal utilization of space through warehouse consolidation. Rotate product as appropriate.
7. Maintain a clean, neat, and orderly work area. Assist in maintaining the security of the warehouse. Conduct operations in a manner which promotes safety. Conduct operations in accordance with OSHA and MSDS standards.
8. Direct the operations of the warehouse team to achieve prescribed objectives. In collaboration with the Director of Human Resources, develop and maintain a productive work team by creating programs for hiring, training, and professional development.
9. Apply sound communication and motivational techniques in supervising, counseling, and disciplining subordinates. Write and present performance evaluations, recommend promotions, wage increases, and terminations to the Director of Human Resources.
10. Complete all necessary records and reports in a timely and accurate fashion.
11. Assure the integrity of the inventory and coordinate and oversee physical inventories. Work directly with customers in resolving discrepancies.
12. Conduct monthly internal staff/safety meetings. Interact with traffic, human resources, customers, vendors, and employees. Act as liaison between employees and upper management.
13. Responsible for the financial aspect of the facility. Must be able to interpret financials and research items that are questionable.
14. Acts as a backup to the Warehouse Worker and Operations Coordinator positions by performing the essential functions of the job.
15. Perform other duties as required or assigned by management.

Skills and Knowledge:

- Requires a minimum of 5 years of supervisory or management experience, preferably in a warehouse setting. Equivalent education can be substituted.
- Must be detail oriented and have good math skills.
- Must communicate to all levels of an organization both written and verbally.
- Ability to operate material handling equipment in a safe and reliable manner.
- Good physical condition and ability to lift 55 pounds safely.
- Must be able to work independently and as part of a team.
- Must be able to perform under strict deadlines and in a stressful environment.
- Must possess sound computer skills, including the company used WMS, excel, outlook, and word.

Physical Demands:

Walking	30%
Standing	30%
Sitting	40%