



Warehouse Manager

Job Summary

This position is responsible for the overall direction, coordination, and evaluation of the warehouse. Responsibilities include training employees; planning, assigning, and directing work; leading and managing the warehouse operations; and assisting with inventory control.

Essential Functions

1. Responsible for keeping track of all employees and their workload
2. Responsible for providing day to day training on all products
3. Lead and manage warehouse operations, including receiving, inventory, pulling/packing, inspecting, shipping and returns
4. Maintain a high degree of quality management and continuous improvement in every facet of the fulfillment operation
5. Train, develop and evaluate subordinates
6. Assure the safety and security of personnel and inventory.
7. Responsible for insuring that all jobs are completed correctly
8. Assisting with inventory corrections
9. Creating and maintaining a safety program

Qualifications

1. Must have at least two to five years of experience managing a warehouse
2. Must be well-organized, with excellent communication and interpersonal skills
3. Proficient in operating warehouse mechanical equipment including forklifts
4. Must be physically able to bend, stoop, climb, reach, lift 75 lbs, and stand/walk on concrete floors
5. Must have a valid driver license, company will verify