

## WAREHOUSE MANAGER

Position Title	Department	Reports to
Warehouse Manager		
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

### POSITION SUMMARY

The Warehouse Manager is responsible for planning, organizing, and monitoring the receiving, storage, and distribution of all items received either from suppliers or production, ensuring a smooth and consistent operation so parts and supplies are located and distributed to proper departments in an effective and efficient manner. Also responsible for supervising and coordinating activities of workers concerned with picking product and preparing it for same day shipping both nationally and internationally via expedited carrier services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Managing warehouse space, inventory and storage
- Issuing written and oral instructions
- Assigning duties and examining work for exactness, neatness, and conformance to policies and procedures
- Studying and standardizing procedures to improve efficiency of workers
- Maintaining harmony among workers and resolving grievances
- Conferring with other managers in the production center to ensure coordination of other warehouse activities
- Identifying employees' skills and developing them by coaching and counseling employees on a regular basis
- Coordinating inventory, setup drawings
- Scheduling work shifts, meetings, etc. as needed
- Managing storage (storing compactly and safely) and regulate storage space for billing purposes
- Maintaining a personnel structure and staffing level to accomplish the Warehouse and Receiving mission in an effective and efficient manner
- Planning and coordinating work, training and motivating, monitoring and evaluating performance of Warehouse and Receiving Associates
- Ensuring employees' ability to safely operate material handling equipment to move materials to and from storage configurations; counsel, record, and discipline as necessary
- Maintaining an equipment structure and level to accomplish the Warehouse and Receiving mission in a safe, effective manner
- Providing appropriate equipment and racking to ensure the safe transport and storage of all materials

- Researching material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability, and cost
- Monitoring the unloading of all materials into the warehouse
- Ensuring materials are staged for counting and inspection; ensuring receiving reports accurately report material received
- Ensure that all inbound items are counted, received in, count variances are changed and communicated
- Perform cycle count program
- Create a cleaning schedule to maintain a clean and safe work environment
- Create a meeting schedule, Daily, Weekly, Monthly to communicate to team of projects, progress, and future
- Perform regular safety checks of equipment
- Keep positive attitude and lead the team
- Attend and contribute to leadership meetings including team education and problem solving
- Resolving discrepancies with accounting regarding invoices, packing slips, and receiver reports
- Monitoring the flow of paperwork from Receiving to Inventory Control for timely data entry
- Overseeing the movement of material from Receiving to the Warehouse in an efficient, effective, and safe manner
- Overseeing the supplying of materials to production and stages material for Assembly and Sub-Assembly
- Ensuring materials are stored properly to conserve space and comply with safety procedures
- Overseeing the rotation of inventories within the warehouse
- Monitoring and measuring Receiving and Warehouse performance for accuracy of locator, receiving reporting, movement and storage of material.
- Developing and recommending annual budget requirements for the Warehouse and Receiving Department
- Anticipating and requesting funding for future personnel requirements
- Anticipating and requesting funding for future material handling equipment
- Maintain an organized and clean workspace
- Performing other related duties as required

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- High School Diploma or GED preferred, or equivalent combination of education and experience
- 1-2 years of related experience working in warehousing or a similar industry
- Forklift certification and applicable state certification for truck.
- First-aid and CPR certified
- Manual dexterity required for operating machinery
- Good oral and written communication skills
- Ability to be a team player and meet deadlines
- Know the systems and software utilized for job requirements (ex. Misys, QBO)

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.