



## **POSITION TITLE: WAREHOUSE MANAGER**

Reports To: **Plant/General Manager**

### *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 safe, smooth, and consistent operation so items and supplies are located and distributed to proper departments in an effective and efficient manner. Also responsible for supervising and coordinating activities to ensure success of warehouse teammates.

### *Essential Duties and Responsibilities*

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

- **Receiving and Unloading:** Monitoring and measuring Receiving and Warehouse performance for accuracy, safety, receiving reporting, movement and storage of material.
- **Inventory Management:** Manage organization of stored goods in designated warehouse locations, ensuring proper flow and adherence to inventory management systems (rotating). Oversee Cycle Counts and coordinate solutions on inventory discrepancies. Monitoring the flow of paperwork from Receiving to Inventory Control for timely data entry. Resolving discrepancies with accounting regarding invoices, packing slips, and receiver reports
- **Picking and Packing:** Oversee fulfillment of orders to ensure accuracy in item selection and order completeness.
- **Quality Control:** Ensure high product quality standards on incoming and outgoing product. oversee regular quality checks on products to identify damaged or defective items. Follow established procedures for handling discrepancies.
- **Shipping and Loading:** Oversee preparation of outgoing shipments, ensuring they meet customer requirements and shipping regulations. Load trucks or containers with packages, ensuring proper weight distribution and securing loads.
- **Safety and Compliance:** Manage the team's adherence to safety guidelines and best practices, including the safe operation of warehouse equipment and usage of proper PPE. Ensure adherence to all company policies, SOP's, and procedures related to safety, security,

and compliance within the warehouse environment. Ensure regular safety checks on equipment. a

- **6S:** Manage the maintenance of a clean and organized warehouse environment. Including waste management. Sweep, clean, and perform general maintenance tasks as required.
- **Team Collaboration:** Work collaboratively with colleagues to achieve daily warehouse goals and objectives. Communicate effectively with supervisors and team members. Coordinate with connecting departments, like production and logistics, to ensure a seamless workflow that meets the needs of the team as a whole. Scheduling work shifts, meetings, etc. as needed
- **Training and Leadership:** Maintaining a personnel structure and staffing level to accomplish the Warehouse and Receiving mission in an effective and efficient manner. Planning and coordinating work and training. Motivating, monitoring and evaluating performance of Warehouse and Receiving Associates. Identifying employees' skills and developing them by coaching and counseling employees on a regular basis. This includes hiring, providing positive reinforcement and disciplinary action and termination when needed. Studying and standardizing procedures to improve efficiency of workers
- **Documentation:** Oversee accurate records are being kept of all warehouse activities, including receiving, shipping, and inventory counts. Input data into computer systems or databases daily as required- including but not limited to Amper, Mysis, Salesforce, and data tracking spreadsheets. Keep timely documentation of warehouse crew members including training progress, incident reports, etc.
- **Physical Work Support:** Assisting all teammates/departments with lifting, moving, organizing as needed
- **Other:** Coordinating 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
- Overseeing the supplying of materials to production and stages material for Assembly and Sub-Assembly
- Developing and requesting annual budget requirements for the Warehouse and Receiving Department for future personnel, supplies, and material handling equipment

### **Qualifications:**

- Minimum 1-2 years of related experience working in warehousing or a similar industry
- Minimum 1-2 years in a leadership position
- Physical stamina and ability to lift heavy objects and perform repetitive tasks.
- Attention to detail and accuracy in inventory management.
- First-aid and CPR certified
- Forklift certification

- Willingness to work in a fast-paced, physically demanding environment.
- Knowledge of safety and workplace regulations.
- Knowledge of inventory management and LEAN warehousing
- Alignment with company core values including integrity, a desire to grow and achieve your personal best
- Good oral and written communication skills
- Ability to see big-picture and make responsible decisions independently
- Manual dexterity required for operating machinery
- Ability to work as a team player and meet deadlines

## 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 finger, handle, or feel objects, tools or controls. The employee is 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, peripheral vision, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to plant environment to include moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, and work boots. 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.