JOB DESCRIPTION

| **TITLE** | WAREHOUSE MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The **Warehouse Manager** manages and supervises [Organization Name] warehouse's receiving, handling, storing, picking, and packing operations, ensuring that quality standards are met at all times.

Additionally, the Warehouse Manager supervises warehouse staff, vehicles, and other equipment, and oversees security, sanitation, and administrative functions.

This position works closely with the other warehouse employees and leads them to meet, and even exceed productivity targets. This role is great for natural leaders and proficient communicators, as you will be your team's main point of contact.

**Duties and Responsibilities**

Overall Responsibilities:

* Monitor daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
* Schedule and oversee warehouse team to meet the demands of the fulfillment center, and manage the flow and quality of work to maximize efficiency and minimize overtime
* Regularly inspect equipment, tools, and machinery, and oversee general maintenance as needed.
* Meet regularly with warehouse leads to review, analyze, and develop actionable plans for productivity and loss prevention.
* Oversee and manage logistics utilized to transport products to customers and internal facilities, communicating with drivers and air partners to ensure efficient delivery of packages.
* Maintain a safe and healthy workplace by establishing, adhering to, and enforcing standards and procedures, as well as adhering to legal regulations.
* Perform other related duties as needed.

**Qualifications**

* High school diploma or GED
* XX years of experience as a warehouse manager overseeing hourly employees
* Outstanding knowledge of warehouse procedure and policy
* Knowledge of inventory and inventory controls

**Core Competencies**

* Excellent written and verbal communication skills
* Ability to effectively multitask in a fast-paced, dynamic environment
* Outstanding problem-solving abilities and leadership qualities
* Capability to collaborate with employees at all levels of the organization
* Capable of providing frequent direct written and oral feedback
* With high level of respect and understanding for your staff

**Working Conditions**

* This position is set in an office setting but is also expected to work in the warehouse
* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Working days frequently consist of early starts, late finishes, weekends, and shift work
* May require overtime or working long hours
* May be required to lift heavy objects
* Some travel may be required