



Warehouse Manager Job Description

POSITION SUMMARY:

Supervise and assist in performing furniture deliveries, installations, moves and reconfigurations with the highest quality and customer satisfaction level. Lead should be a self starter, and able to lead team at customer sites through logistics, safe operations, technical problem solving, quality inspection and completion of proper documentation. Lead is responsible for inventory control and management in multiple locations, and leads team through proper receiving processes.

Key Skills

- Excellent written and verbal communication
- Demonstrate an attention to detail
- Strong organization and prioritization
- Ability to adapt to ever-changing demands in a fast-paced work environment
- Demonstrate change leadership
- Strong problem solving and critical thinking
- Strong leader with ability to hold teams accountable
- Customer serviced oriented
- Inventory Management
- Innovative

Minimum Job Requirements:

- Must have a valid driver's License, with clean driving record. Chauffeurs License preferred (non CDL)
- Ability to pass drug screen & FBI background verification
- Willing to work flexible schedule including nights and weekends
- Able and willing to regularly move and/or lift up to 75 pounds, or up to 250 pounds with assistance
- Drive company vehicles (Box truck experience required, non CDL)
- 1-2 years of Leadership and/or Supervisory experience preferred
- Able to use basic hand and small power tools to include drills, tape measure, etc.
- Ability to work in warehouse conditions and outside in all weather conditions
- Ability to lift & move up repeatedly, stand; walk; and stoop, kneel, crouch or crawl.
- Good communication skills, ability to work efficiently, take direction, and complete daily paperwork
- Maintain professional appearance at all times while representing company
- Knowledge of Geographic area
- HS Diploma or GED

Essential Functions:

- Assist delivery persons/installers with loading and unloading product from trucks and safe handling product shipped directly to clients
- Manage incoming and outbound inventory at multiple warehouse locations
- Ensure proper receiving processes are adhered to and report discrepancies to eliminate shrink
- Organize and lead labor crews at customer sites including logistics oversight, safe operations, technical problem-solving, quality inspection, and completion of proper documentation
- Coordinate and supervise the efficient installation and reconfiguration of panel systems at client facilities
- Abide by, inspect and enforce Department of Transportation (DOT) regulations to ensure compliance is met
- Resolve problems arising during projects including, but not limited to initial plan adjustments, deliveries or address other client concerns
- Performs routine site verification and on-site inventories as needed
- Provide excellent customer service and assist in closing in-store sales and acquiring new business
- Ensure staff maintain cleanliness in appearance and abide by company dress code
- Look for innovative ways to improve functional and organizational processes
- Perform other duties as assigned

This is to certify that I have been given the opportunity to review my above job description. This description is intended to indicate the kinds of tasks and levels or work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Printed Name _____

Signed Name _____ Date: _____