



Assistant Project and Warehouse Manager

Job Scope

The Assistant Project and Warehouse Manager supports the efficient management of warehouse operations and assists with lighting project coordination and closeout. This role requires strong organizational skills, a commitment to customer service, warehouse management skills, and some project management knowledge.

Responsibilities

- Warehouse Management

Responsible for overseeing the receipt, storage, value-added servicing, and dispatch of various products.

Provide warehouse operations in compliance with company policies and vision.

Manage shipping and receiving operations, including loading and unloading trucks, checking merchandise, and matching sales orders.

Managing drivers, warehouse personnel, and tool check-in/out procedures.

Set up warehouse layout and ensure efficient space utilization.

Implement and enforce operational policies and procedures.

Ensure adherence to warehousing, handling, and shipping legislation.

Provide inventory control and reconciliation with data storage systems.

Work with local vendors to help procure products and maintain accurate inventory records.

Assist with building repairs and security management.

Help prepare and manage the annual warehouse budget.

Communicate with clients, suppliers, and transport companies to ensure smooth operations.

Assist contractors in planning work routes, assigning tasks, and appraising results.

Produce and assist in the preparation of reports and statistics.

Monitor and help improve the quality of services provided.

Lighting Project Management Support

Assist in managing assigned lighting projects, ensuring completion on time and within budget.

Attend "turnover" meetings with FSG pre-sale teams to gather information on lighting plans.

Support the management of site setup, take-offs, bill of materials, and value engineering for lighting projects.

Help negotiate pricing, approve quotes, and coordinate submittals with customers.

Assist with inventory commitments and securing customer signatures on stocking agreements.

Submit material orders, receive purchase orders, and manage shipment schedules.

Expedite materials as needed and support in resolving any punch list issues with site superintendents.



Assist in delivering "as built" books to customers upon project completion.
Support the training and development of project coordinators.

Requirements

- A high school diploma or general education degree is required; a bachelor's degree is preferred.
Some experience in warehouse management and/or project coordination is preferred.
Basic knowledge of warehousing KPIs and familiarity with Warehouse Management software and databases.
Strong decision-making, problem-solving, and multitasking skills.
Proficiency in Microsoft Excel and good verbal and written communication skills.
Valid driver's license and ability to pass a background check.
Physical ability to perform job duties, including lifting, bending, and repetitive motions.
Willingness to work more than 40 hours a week with occasional weekends.
Positive customer service skills and some experience in lighting and electrical are a plus.