



## Warehouse Manager

### Job Scope

A Warehouse Manager will oversee the efficient receipt, storage, value-adding servicing, and dispatch of a wide variety of products. Ultimately, the Warehouse Manager should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly. The Warehouse Manager is responsible for managing the warehouse supervisors, workers, and all functions. The Warehouse Manager will oversee operations in the warehouse and ensure that the warehouse is accessible and safe for all employees and customers.

### Responsibilities

- Strategically manage warehouse in compliance with company policies and vision.  
Manage and direct shipping and receiving, load and unload trucks and vehicles, check merchandise, and match sales orders.  
Oversee receiving, warehousing, distribution, and maintenance operations.  
Manage drivers, warehouse, and tool personnel to ensure all deliveries are made on time and tools are checked in/out properly.  
Setup, layout, and ensure efficient space utilization.  
Fleet management.  
Initiate, coordinate, and enforce optimal operational policies and procedures.  
Adhere to all warehousing, handling, and shipping legislation requirements.  
Inventory control.  
Manage stock control and reconcile with the data storage system.  
Work closely with local vendors to procure pricing and availability of product.  
Assist with building repairs and security management.  
Prepare annual budget.  
Liaise with clients, suppliers, and transport companies.  
Plan work routes, assign tasks appropriately, and appraise results.  
Recruit, select, orient, coach, and motivate employees.  
Produce reports and statistics regularly.  
Receive feedback and monitor the quality of services provided.

### Requirements

- High School Diploma or General Education Degree  
Bachelor Degree's preferred  
Proven work experience as a warehouse manager/supervisor  
Strong knowledge of warehousing KPIs  
Experience in Warehouse Management software and databases

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Strong decision-making and problem-solving skills

MUST be able to pass a drug and background screen

Must be able to withstand the physical needs of the job including heavy lifting, bending, and repetitive motions.

Willing to work more than 40 hours a week with occasional weekends

Ability to multitask while staying organized

Positive customer service skills

Experience in lighting and electrical is a plus!