



JOB DESCRIPTION

POSITION: Warehouse Manager
DEPARTMENT: Warehouse
REPORTS TO: Operations Manager or COO
CLASSIFICATION: Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE: 12/8/17

Summary

Directs and coordinates activities of warehouse and transportation operations to obtain optimum use of equipment, facilities and personnel. Responsible for overseeing the efficient receipt, storage, and dispatch of a wide variety of products. Managers will ensure the productivity targets are achieved and that all warehouse and transportation processes are running smoothly and promptly.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reviews financial results of warehouse and transportation operations, compares to budget and makes recommendations for improvement.
- Responsible to review sales levels in order to determine allocation and assignment of employees. Manages and prioritizes projects and schedules.
- Analyzes weekly and monthly productivity reports to determine where improvements can be made, implements the same.
- Responsible for overall direction, coordination and evaluations of employees. Including supervising, hiring, disciplining, firing, training, planning/assigning work tasks, performance evaluations, rewarding employees and addressing employee concerns in accordance with all applicable laws and Brady policies/procedures.
- Responsible for warehouse inventory control and continually seeks out improvements or best practices.
- Responsible for sanitation and physical condition of warehouse, material handling equipment and rolling stock.
- Schedules and supervises all repairs as needed, to include review of bids and subsequent service agreements. Recommends capital expenditures for acquisition of new equipment to increase efficiency and service of department.

- Responsible for the safety of employees and visitors. Directs investigations of all accidents and recommends corrective action. Follows up to ensure that appropriate corrective action is taken.
- Ensures compliance with all State, Federal, and Industry related administrative policies and procedures, safety rules as well as Brady policies/procedures.
- Investigates customer or shipper complaints and responds accordingly. Follows up on ALL customer requests and inquires to ensure great customer service.
- Directs salvage of product identified as damaged or spoiled.
- Provides back-up support to the customer service representative by entering orders and covering the front counter for walk-in traffic as needed.

Competencies

- Technical Capacity
- Communication Proficiency
- Leadership
- Performance Management
- Organizational Skills
- Thoroughness
- Teamwork Orientations
- Collaboration

Supervisory Responsibility

This position manages employees of the department and is responsible for the performance, management, rewarding and disciplining employees, addressing complaints and resolving problems, and provides valuable input on the hiring and retention of employees within that department.

Work Environment

This position works in a warehouse setting, with some outdoor exposure during the workday. Warehouses are warm in the summer and cooler in the winter. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as forklifts, electric pallet jacks, standard pallet jacks, pickers and man lifts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit

and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, hours may vary based on location.

Required Education and Experience

- High school diploma or GED, associate's degree preferred
- 5-7 year's warehouse/distributions or related experience required.

Abilities:

- Skilled in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Organize resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Strong communication skills, both written and verbal.
- Skilled in the use of computers and Microsoft Office Suite including word and excel.
- Ability to supervise others and foster a cooperative work environment.
- Add and subtract three digit numbers and to multiply and divide with 10's and 100's and perform these operations using units of U.S. money and weight measurement, volume, and distance.
- Good organizational and time management skills.
- Have a familiarity with modern warehousing practices and methods.
- Strong customer service skills to resolve customer complaints and concerns.
- Must be able operate various pieces of equipment including forklifts, order pickers and reach trucks.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____