

## Warehouse Manager

Barker Specialty is a promotional products supplier. Our goal is to work with clients to effectively promote a company or organization, provide enhanced recognition, and consistently maintain brand integrity. We accomplish these objectives with a strong focus on the customer needs including on-time delivery, dedicated account managers, low pricing, and quality products.

Our innovative and growing company is looking to hire an organized, conscientious, and experienced Warehouse Manager. As a warehouse manager you will need to be aware of the operations and structures of all the different aspects to be a successful manager.

Additionally, the ideal warehouse manager will have personal attributes that make them ideal for the position. This includes being organized, precise, and a great leader. You will have a keen sense of how to best manage people to reach high levels of productivity and staying on top of details to properly deal with any errors or mistakes that may occur.

You will need to have a high level of respect and understanding of your employees. You must always remain fair, be able to empathize with your subordinates, and be able to successfully delegate in a way that takes advantage of your coworkers' strengths.

However, the most important attribute you must have as a warehouse manager is integrity. Honesty, integrity, and ethics are all key qualities of a successful warehouse manager. You need to be trusted by both the workers and the company.

### Role and Responsibilities

- Ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management, and shipping
- Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations, while controlling and managing inventory and logistics



- Review and prepare workflow, manning and space requirements, equipment layout, and action plans while ensuring productivity, quality and customer service standards are met
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with legal regulations
- Supervise 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
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations by complying with extensive security procedures and protocols
- Maintain standards of health and safety, hygiene, and security
- Liaise with clients, suppliers, and transport companies
- Oversee warehouse employees
- Coach and motivate employees
- Receive feedback and monitor the quality of services provided
- Other assigned tasks by management
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#### **Employment Type:**

- Full Time

#### **Qualifications and Education Requirements**

- High School or GED
- 3-5 years of Warehouse Management

#### **Required Skills/Abilities**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50+ pounds by hand or jack. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Excellent written and verbal communication skills
- Flexibility - work under pressure and cope with difficult conditions
- Analytical ability to gather and summarize data, solve problems, and prioritize
- Effective multitasking skills and the ability to take on additional responsibilities as required
- Demonstrates discretion, confidentiality, independent judgment, and professionalism
- Strong customer service and client focus
- Demonstrated leadership and people management skills including ability to effectively coach and mentor employees at all levels
- Collaborate and influence cross functional peer leaders to obtain support for process improvements
- Teamwork: Many of the tasks will require you to work with others, so you need to be able to function as part of a bigger unit.
- Critical thinking and problem-solving skills together to make decisions
- Computer Literacy and Technology Skills
- Dependability

**Interested in this Opportunity?**

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