**Warehouse Manager**

The Warehouse Manager will increase company profitability and customer satisfaction by overseeing warehouse operations in a safe, secure, efficient, and cost-effective manner that complies with company policy and OSHA, DOT and other applicable regulations.

**Job Duties**

**Decision Making & Strategic Decision Making**

* **Recognizes** issues, problems, or opportunities; seeks alternative ways to define problems; is not constrained by thoughts or approaches of others and determines action needed. Evaluates options by considering consequences and initiates the actions within a reasonable time.
* **Generates alternatives and leverages resources** - draws upon multiple sources for ideas, creates relevant options for addressing problems/opportunities and achieving desired outcomes.
* **Commits to action, targets —** Implements decisions or initiates action within a reasonable time; targets important areas for innovation, monitors results and makes adjustments as needed. Develops solutions that address meaningful work issues, Delegates and holds accountable effectively.
* **Makes complex ideas or situations clear,** simple and understandable, explores different lines of thought; views situations from multiple perspectives; Recognizes patterns, sees discrepancies, missing pieces and trends, examines numerous potential solutions and evaluates each before accepting any alternatives.

**Delegating Responsibility and Follow-Up**

* **Capable of performing inventory evaluations -** Prioritize warehouse layout to maximize efficiency of operation, demonstrate product knowledge and applications.
* **Shares appropriate responsibilities -** Allocates decision-making authority and/or task responsibility appropriately.
* **Provides support without removing responsibility—**Suggests resources and provides assistance or coaching as needed; expresses confidence in the individual. Trusts people to perform.
* **Stays informed—**Establishes appropriate procedures to keep informed of issues and results in areas of shared responsibility.
* **Communicates timeframes, schedules and parameters -** Builds due dates into assignments, effectively allocates time, and communicates the parameters of delegated responsibilities.

**Planning and Organizing**

* **Understands company processes and procedures-**Knows when to apply a technical skill or procedure, understand technical terminology and developments, understand inventory management systems, cycle counts, inventory management, costs.
* **Prioritizes—**Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.
* **Determines tasks and resources—**Determines project or assignment requirements by breaking them down into tasks and identifying types of equipment, materials, and people needed.
* **Schedules—**Allocates appropriate amounts of time for completing own and others’ work; avoids scheduling conflicts; develops timelines and milestones.
* **Leverages resources—**Identifies and takes advantage of available resources (individuals, processes, departments, and tools).
* **Stays focused—**Understands the importance of time management in order to effectively use time and prevent irrelevant issues or distractions from interfering with work completion.
* **Accountability –** holds self and others accountable for deadlines, assignments, etc.
* **Communication –** keeps team up-to-date on progress, milestones, assignments, etc.

**Communication**

* **Organizes the communication—**Clarifies purpose and importance; stresses major points; follows a logical sequence.
* **Maintains audience attention—**Keeps the audience engaged through use of techniques such as analogies, illustrations, humor, an appealing style, body language, and voice inflection.
* **Adjusts to the audience—**Frames message in line with audience experience, background, and expectations; uses terms, examples, and analogies that are meaningful to the audience.
* **Ensures understanding—**Seeks input from audience; checks understanding; presents message in different ways to enhance understanding.
* **Adheres to accepted conventions—**Uses syntax, pace, volume, diction, and mechanics appropriate to the media being used.
* **Comprehends communication from others—**Attends to messages from others; correctly interprets messages and responds appropriately.
* **Ability to sell –** Presents ideas and information to successfully persuade or convince the audience to accept and embrace the leader’s objectives.
* **Actively develops communication skills in others –** Actively develops and promotes effective communication skills in others in the organization.

**Building Trust and Gaining Commitment**

* **Opens discussions effectively—**Describes expectations, goals, requests, or future states in a way that provides clarity and excites interest; Shares thoughts, feelings, and rationale so that others understand personal positions.
* **Clarifies the current situation––**Seeks, gives, and summarizes information; ensures that the situation/issue at hand is understood.
* **Develops ideas—**Presents own ideas; seeks and develops suggestions of others; makes procedural suggestions.
* **Facilitates agreement––**Uses appropriate influence strategies (such as demonstrating benefits or giving rewards) to gain genuine agreement; persists by using different approaches as needed to gain commitment.
* **Summarizes** outcomes of discussions and establishes next steps if needed. Ensures that the situation/issue at hand is understood.
* **Establishes S.M.A.R.T. goals** in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
* **Builds relationships –** Learns the value of relationships and views building relationships as a critical success tool.

**Coaching and Developing Others**

* **Establishes and maintains** training as required by management.
* **Clarifies the current situation––**Clarifies expected behaviors, knowledge, and level of proficiency by seeking and giving information and checking for understanding.
* **Uses key principles—**Establishes good interpersonal relationships by helping people feel valued, appreciated, and included in discussions (enhances self-esteem, empathizes, involves, discloses, supports).
* **Collaboratively establishes development goals and plans—**Works with individuals to identify areas for development, understand need for improvement, and jointly set specific development goals.
* **Creates a learning environment—**Secures resources required to support development efforts; ensures that opportunities for development are available; offers assistance to help individuals overcome obstacles to learning.
* **Monitors progress—**Gives individuals specific feedback on their performance related to established goals; highlights key positive and negative performance issues; adjusts plans to ensure development.
* **Leads by example –** Models the behaviors, knowledge and practices and demonstrating the characteristics that are expected of the individual who is being coached.

**Managing Conflict**

* **Opens discussions effectively––**Establishes a clear and compelling rationale for resolving the conflict. Not afraid to address conflict as it arises, in fact looks at conflict as an opportunity.
* **Remains open to all sides—**Objectively views the conflict from all sides.
* **Skilled at focused listening –** Practices attentive and active listening. Accurately restates the opinions of others even when he/she disagrees.
* **Stays focused on resolution—**Stays focused on resolving the conflict and avoids personal issues and attacks.

**Safety Awareness and Security**

* **Identifies safety issues and problems—**Detects hazardous working conditions and safety problems: checks equipment and/or work area regularly.
* **Takes corrective action—**Reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and procedures.
* **Monitors the corrective action—**Monitors safety or security issues after taking corrective action and ensures continued compliance.
* **Maintains and ensures compliance with safety and security policies—**Places higher priority on team or organization goals than on own goals.
* **Holds regular safety meetings-**Regularly schedule meetings to discuss safety issues. Discusses corrective actions taken with group.
* **Establishes and maintains** training as required by management. Regularly schedule meetings to discuss safety issues.

**Quality Orientation**

* **Follows procedures -** Accurately and carefully follows established procedures for completing work tasks.
* **Ensures high-quality output –** Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
* **Takes action -** Initiates action to correct quality problems and notifies others of quality issues as appropriate.

**Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.**

**Job Requirements**

* **Education:**
* High school diploma/GED required (Bachelor’s degree preferred)
* **Experience:** 
  + Minimum 1 year in similar position (4 years preferred)
  + Minimum 2 years in progressive position (4 years preferred)
  + Product/applications experience required
  + Wholesale distribution experience preferred
  + Supervisory experience required