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# Example of Manager, Warehouse Job Description

Our innovative and growing company is looking for a manager, warehouse. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, warehouse

* Serve as Primary contact between warehouse operation and other managers
* Evaluate shipping and delivery via common carriers
* Manage warehouse supplies at proper inventory levels and insure all warehouse costs are meeting plan
* Single point of contact for CAM, SEM, and PS inventory and schedule related inquires by Customer Service, Sales, Product Management
* Anticipates opportunities for development of self and staff
* Supervises the operations of a distribution “cross dock” which serves to deconsolidate inbound Truck Loads and LTL shipments, and build outbound shipments of merchandise destined for sale in the Keystone branch locations
* Keep records of all shipments from third parties
* Responsible for achieving financial objectives by managing the fixed and variable Warehouse and Shipping budgets
* Assign workloads to warehouse workers and maintain personnel structure and staffing levels
* Manages property control system

## Qualifications for manager, warehouse

* 2-5 yrs experience in warehouse management
* Lean Manufacturing, 5S and/or 6 Sigma experience
* Ability to be decisive and act on behalf of the companies goals and priorities
* Experience managing the operations of a warehouse
* Experience leading a team and managing staff
* Experience in repair and maintenance of pneumatic tools