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# Example of Stockroom Manager Job Description

Our company is looking for a stockroom manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for stockroom manager

* Resolves problems and identifies stockroom system improvements
* Maintains product locator system to ensure the optimal utilization of space
* Ensures inventory counts are performed by team members
* Maintains warehouse security and safety of all employees
* Supervises 3PL contract drivers and ensures quality service
* Initiates regular communication with Operations Manager on business issues, plans and activities
* Focuses on improving the methods used to service the customers and meets productivity targets
* Supports sales growth by providing excellent customer service and efficiency
* Supports implementation of service improvement initiatives
* Balances productivity levels with payroll to keep salary percentage to sales at a profitable level

## Qualifications for stockroom manager

* Prior retail/stockroom experience required with management experience
* Willingness to work outside normal business hours, including weekends
* A Bachelor’s or Master’s degree in Industrial Engineering or Supply Chain/Logistics
* Prior usage of SAP/COS for warehouse management
* Past experience with revamping and optimizing a stockroom’s layout, process, and procedures while continuing to execute day-to-day operations in the stockroom
* LM21 Green Belt, Black Belt or equivalent Lean/Six Sigma training