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# Example of Warehouse Assistant Manager Job Description

Our company is growing rapidly and is looking to fill the role of warehouse assistant manager. 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 warehouse assistant manager

* Ensure compliance with bargaining unit contract
* Communicate with other supervisors and managers to ensure a consistent team environment is maintained
* Provide daily feedback on actual performance against standards
* Direct associates on the proper use of Distribution Center equipment and trouble shoot problems as necessary
* Conduct job observations and provide feedback through coaching and training
* Perform safety observations in conjunction with job observations to coach and counsel associates on proper safety procedures
* Play an active role in the participation of all safety programs to act as a role model for all associates
* Oversee and implement company guidelines to create and maintain a safe, efficient and team oriented working environment
* Supervisor and/or Management history in a similar field
* Experience and knowledge of lean manufacturing principles

## Qualifications for warehouse assistant manager

* Successfully completed background and Hire Select Test
* Experience with Food Safety Standards
* Experience working with packaging equipment
* We are seeking an Assistant Warehouse Manager who will support the guidance and control of all warehouse functions
* 2+ years relevant warehouse supervisory experience
* Computer literate including software experience with word processing, spreadsheets, inventory management, order processing and databases (MS Dynamics/Navision and Epicor preferred)