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# Example of Warehouse Assistant Manager Job Description

Our growing company is hiring for a warehouse assistant manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for warehouse assistant manager

* Ensure compliance of safety standards are maintained and adhered to consistently
* Keep warehouse neat and well organized
* Conduct employee observations to ensure safety guidelines are being met consistently, address unsafe behaviors immediately
* Seventy percent of time spent directly supervising 5 or more associates in warehouse and delivery
* Confers with Manager to ensure coordination of warehouse activities
* Maintains daily workflow for delivery orders
* Participates in planning personnel safety, training and plant protection activities
* Maintains a customer service oriented philosophy in all conduct of self and subordinates
* Ensures operational procedures are followed for activities such as verification of incoming and outgoing shipments, handling and disposition of materials and keeping warehouse inventory current
* Make recommendations for improvements to procedures

## Qualifications for warehouse assistant manager

* 3 years in purchasing, warehousing or retail
* Will possess strong communication and writing
* Demonstrating knowledge of host, PC and internet-based software applications including Microsoft Office software
* Demonstrating working knowledge of Microsoft Office software (Word, Excel, Outlook)
* 7-10 years of experience in warehousing /Logistics / operations in manufacturing sector or Healthcare sector
* Adept in Microsoft office specially in excel