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# Example of Warehouse Operations Manager Job Description

Our company is growing rapidly and is looking for a warehouse operations manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse operations manager

* Drive continuous process improvements in reporting, forecasting and budgeting activities through automation, consolidation, and quality improvements
* Develop and drive best practices for business analysis tools to ensure consistent data usage and interpretation
* Create management presentations for business partners that justify, validate, and measure investments for their related business purposes
* Maintain effective controls, processes and procedures to ensure audit compliance
* Implements and maintains warehouse activity files
* Maintains inventory of all returnable containers that require a deposit, , pallets, drums, reels
* Manually prepares annual budget for area of responsibility
* Interface with Manufacturing, Quality Assurance, Quality Control, Procurement, EH&S, Facilities and Scale up operations
* Perform Deviation investigations, change controls, Laboratory Investigations and CAPA (corrective action preventative action) within Teva’s Trackwise system
* Have a complete knowledge of and be able to maintain cGMP compliance in a biopharmaceutical industry

## Qualifications for warehouse operations manager

* Solid Computer skills (AS400 a plus)
* Must be available to work a flexible schedule, including evenings, weekends and holidays
* Knowledge of warehouse systems, (ASC Trac, a plus)
* Leads the warehouse staff ensuring operations are performed safely, efficiently, and in a compliant manner to meet the customer’s focused strategy
* Implements and manages processes and procedures that ensure warehouse operations are 100% audit ready and compliant
* Through a process of continuous improvement, initiate, lead and/or support operational efficiency and process improvements related to the warehouse/logistics, DEA Administration and/or Imports/Exports