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# Example of Warehouse Operations Job Description

Our company is hiring for a warehouse operations. 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 operations

* Ensure the branch operates in an efficient manner by utilizing effective methods of packing, set-up, delivery, pick-up of book fairs
* Directs movement of shipments from receiving platform to storage and work areas
* Manages labor of subordinates
* Compiles daily records of receipt, unfilled orders & carry overs to Warehouse Management
* Performs routine tests on incoming receipts to verify that vendor compliance is met and reports noncompliance to Business Services
* Communicates vendor non-compliance to business services
* Reviews Time Sheets to ensure they are properly completed and exceptions are cleared on the time-tracking system
* Ensures Client Return to Vendors are picked, packed and shipped any client-specific LTL or parts orders
* Studies Wave Reports, Unshipped Pick Reports, End of Day Reports, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping schedules
* Keeps Inventory of items at the pack station areas & reports total counts at the end of each month to Management

## Qualifications for warehouse operations

* As part of the Maturation Business Leadership team this role has direct line management responsibility for between up to 30 direct reports within of the sites
* Identifies opportunities to improve efficiency while providing flawless transactions and services
* A minimum of 5 (five) years Transportation/Logistics experience required
* A minimum of 2 (two) years P and L responsibility required
* Must possess exceptional communication, interpersonal, problem solving and customer service skills
* Ability to effectively manage profit and loss statements is necessary