



Example of Manager, Warehouse Job Description

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Our company is growing rapidly and is looking for a manager, warehouse. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, warehouse

- Management of external warehousing and shipping
- Ensure adequate training and development of the warehouse and shipping staff to perform their role safely
- Ensure Environmental procedures recycling, waste minimization is adhered to and improvements made where possible
- On an annual basis, establish the functional goals for area of responsibility with Manager
- Check the supplies for all work teams trucks to ensure they match needs of jobs
- Manage and direct the operations of warehouse facilities
- Create financial plans, goals, and objectives
- Assign appropriate resources, determine objectives and procedures, and monitors result to ensure inventory is accurate
- Ensure materials are received, stored, shipped, and reported in accordance with established procedures and government guidelines/regulations and meet contract requirements
- Manage procedures and controls for hazardous material shipments

Qualifications for manager, warehouse

- Generate work assignments, manage schedules, set priorities, assign daily tasks, review employee performance, and makes employment

- Create and analyze reports for management, illustrating statistics and performance/production levels and key metrics
- Assist with creation and management of warehouse budget, manage warehouse expenses, purchase warehouse supplies, and determine most economical shipping method of freight based on shipping priority
- Oversee government compliance and serve as point of contact for internal auditors, government auditors, and government property administrator
- Ensure safety of workforce by educating employees on proper procedures and safety guidelines, striving to achieve an accident free workplace
- Manages auditable records including but not limited to packing slips, pick lists, Great Plains Journal Entries, job close-out paperwork, warehouse safety audits, , ensuring documents are easily retrievable on demand