



# Example of Warehouse Assistant Manager Job Description

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Our 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

- Provides input for the development policies and procedures to assure efficient operation of designated areas
- Managing the inventory in the warehouse by completing cycle counts, investigating inventory discrepancies, performing stock adjustments and stock transfers in BPCS and participating in the MRB working party
- Implement Quality and EHS CAPAs
- Write/update procedures
- Write/update Distribution Risk Assessments
- General administration for the warehouse
- Responsibility for the payroll, day to day operations and escalation of issues in the absence of the Warehouse Manager
- Present a professional image in appearance, words and action
- Ability to adapt to a fast-paced and ever-changing environment with constant shifting priorities
- Coordinate activities of associates in the packaging and labeling processes in an effective and efficient manner to satisfy internal and external customer service

## Qualifications for warehouse assistant manager

- Proficient in Windows applications, email, internet access
- English a must, Spanish helpful

- Warehouse Management experience within FMCG – ideally a regulated environment
- One year experience in management role (preferred)
- Experience in sales or sales management (preferred)