

Warehouse Manager Job Responsibilities:

Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; supervising staff.

Warehouse Manager Job Duties:

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Warehouse Manager Skills and Qualifications:

Supervision, Developing Budgets, Safety Management, Developing Standards, Managing Processes, Surveillance Skills, Inventory Control, Reporting Skills, Analyzing Information , Equipment Maintenance, Judgment