# **NSCA**

# **Sample Position Description**

# **Title:** Warehouse Manager

# **Reports to:** General Manager

# **Class:** Full-Time

# **Type:** Salary

# **Revised:**  9/15/20XX

**Primary Role:**

# *Leads and controls activities of company warehouse personnel. Ensures shipping, receiving, storage, and distribution are performed in an efficient manner. Takes precautions to protect warehouse contents against loss. Retains and reviews warehouse documents and reports.*

# **Responsibilities:**

# Responsible for ensuring the quantity and quality of incoming equipment

1. Oversee inventory re-order levels of all equipment to assure appropriate level and maximize turnover of equipment
2. Ensure that incoming equipment is properly received, unpacked and stored
3. Develop and maintain efficient inventory tracking system
4. Responsible for adjusting incoming and outgoing inventory in information system
5. Oversees inventory counts to assure accuracy of current monitoring system
6. Coordinates year-end inventory count
7. Ensures the proper packing and delivery of equipment to customer site
8. Monitor the return of unused job-related inventory to vendor or stock
9. Retains and reviews warehouse documents and reports
10. Responsible for providing monthly inventory reports to management

# Other duties as required or assigned by company management

# **Accountability:**

# The Warehouse Manager will be accountable to the General Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

# The Warehouse Manager shall possess a minimum of five to ten years experience in a warehouse environment at the supervisor level or above. Excellent leadership and team development skills. Above average computer skills. Strong written and verbal communication. This person must be able to manage multiple tasks simultaneously and work well with other people.

# **Travel:**

# None

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.