
Position: Warehouse Manager

Type: Full Time

Location: Kingston, NY

Date Added: March 14, 2023

Position Summary

The Warehouse Manager will ensure that all warehouse and supply chain activities are carried out efficiently and profitably.

Supervisory Responsibilities

- Oversees the daily workflow of the warehouse; schedules and organizes staff to ensure proper staffing of all shifts.
- Hires and trains new warehouse employees.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities

- Ensures efficient warehouse operations through collaboration and coordination with other departments.
- Oversees physical inventories and audits.
- Defines and implements policies and procedures in support of timely transactions, effective flow of inventory in and out of warehouses, and expense management.
- Completes all required management reports.
- Leads maintenance activities, to include facility maintenance, maintenance of vehicles, regular building maintenance and emergency repairs. Acquires quotes and manages vendors.
- Researches, identifies, and presents new ideas to improve warehouse operations.
- Manages physical security of inventory assets, materials and equipment. Oversees issuing of materials and equipment to authorized personnel. Initiates action when material theft is suspected.
- Supports budgetary needs for projects and departmental capital.
- Attends and participates in regularly scheduled and impromptu meetings.
- Ensures compliance with applicable federal, state, local, and company safety policies.
- Performs other related duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent supervisory and interpersonal skills.
- Thorough understanding of warehouse policies and procedures.
- Thorough understanding of applicable federal, state, local, and company safety policies.
- Ability to work in a fast-paced environment with minimal supervision, exercising independent judgment and discretion.

Education and Experience

- High school diploma or equivalent required; Associate degree preferred.
- At least five years of related experience required; supervisory experience strongly preferred.

Physical Requirements

- Must be able to lift up to 25 pounds at a time.
- Must be able to traverse and access all areas of the warehouse.
- Travel between locations will be required.

Compensation and Benefits

Competitive salary and benefits package

How to Apply

Interested applicants must submit a resume and cover letter (detailing how they meet our requirements and how this position aligns with their career goals) via email to career@archtopfiber.com.