



NOTICE OF JOB OPENING

POSITION/TITLE: **WAREHOUSE MANAGER**

LOCATION: **VANCOUVER, WA
Portland Metropolitan Area**

PAY SCALE: **T.B.D.**

Full Time

REPORTS TO: **PAUL TOTTEN**

POSTING DATE: **11/19/2018**

Position Summary:

We are looking for an experienced Warehouse Supervisor to oversee, coordinate and participate in daily warehousing activities. You will implement production, productivity, quality and customer service standards and achieve the appropriate level of volume while maintaining a safe work environment.

Job Responsibilities:

Maintain inventory by receiving, storing, pulling orders and loading trucks, maintain warehouse and equipment and supervise staff to meet company objectives. Other duties as required.

Job Duties:

- Supervise shop employees, clerical employees and drivers.
- Responsible for discipline, hiring and firing.
- Organize and maintain inventory and storage areas.
- Receive inbound inventory, pull orders, load trucks as needed.
- Operate crane, saw and other equipment as needed.
- Create and manage shipping documents and manifests.
- Route trucks for daily deliveries.
- Ensure inventory accuracy by conducting periodic cycle counts and reconciling variances.
- Keep equipment operating by enforcing operating instructions; troubleshooting breakdowns; scheduling preventive maintenance and repairs.
- Be responsible for the safety of the operation by enforcing safety regulations and holding safety meetings as required.
- Confer and coordinate activities with other branches.
- Approve and review timesheets for payroll.

Supervisor Skills and Qualifications:

- Proven work experience as a warehouse supervisor and material handling
- Hands-on commitment to getting the job done
- Dependability
- Deadline oriented



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- Strong organizational and time management skills

APPLY BY EMAILING RESUMES AND COVER LETTERS TO HR@TOTTENTUBES.COM