



<b>Job Title:</b> Warehouse Manager	<b>Revision Date:</b> 03/14/25
<b>Department:</b> Warehouse & Inventory	<b>Job Zone:</b> Salary
<b>Reports to:</b> Operations Manager	<b>FLSA:</b> Exempt
<b>Hours per week:</b> 40 Plus	<b>Overtime &amp; Weekends required:</b> As Needed

#### POSITION SUMMARY:

Responsible for overseeing all warehouse operations, including inventory management, shipping, receiving, and logistics coordination, to ensure on-time delivery, quality and customer satisfaction for both aftermarket direct sales and internal production demand. This position will lead and develop a warehouse team, drive efficiency, and optimize processes to minimize freight costs while maintaining accuracy and compliance.

The Warehouse Manager will work closely with 3rd party logistics providers to enhance delivery performance, manage tariff compliance through bonded warehouse operations, and ensure effective space utilization. This role is accountable for enforcing safety, quality, and operational standards while implementing continuous improvement initiatives. Flexibility to work outside normal business hours may be required to meet customer and business demands.

#### Essential Job Functions: *Included but not limited to:*

- Oversee and manage all warehouse operations, including receiving, warehousing, inventory management, and shipping to ensure efficiency and accuracy.
- Ensure on-time delivery and quality for both aftermarket direct sales orders and internal production demand by optimizing warehouse processes and coordination.
- Analyze and optimize inventory control processes, including cycle counts, reporting, and adjustments to maintain accuracy.
- Investigate and approve inventory adjustments while identifying and addressing root causes.
- Coordinate directly with 3rd party logistics providers to optimize freight costs and delivery performance.
- Oversee bond warehouse operations to ensure proper tariff management and compliance.
- Ensure compliance with company standards through regular inspections of shipments, inventory, and warehouse conditions.
- Oversee documentation processes, ensuring all shipping documents, records, and images are properly maintained in the ERP system.
- Optimize warehouse layout and workflow to improve space utilization and operational efficiency.
- Lead and develop warehouse employees through coaching, performance management, and structured development plans. Provide justification and documentation for staffing decisions and issue resolution.
- Ensure all employees have the necessary tools, training, and resources to perform effectively.
- Establish and monitor departmental performance metrics, like on time delivery, inventory accuracy, and customer satisfaction using data-driven insights to drive continuous improvement.
- Enforce and promote adherence to all quality, safety, and housekeeping standards.
- Provide leadership and support outside normal business hours as needed to meet operational demands.
- Perform other managerial duties as required.



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**SKILL REQUIREMENTS:**

- Proficient in Microsoft Office, including Excel, Word, and PowerPoint.
- Strong leadership and team management skills with a focus on coaching and development.
- Mindset that prioritizes safety, quality, and operational efficiency.
- Extensive knowledge of distribution, logistics, and inventory management processes.
- Experience coordinating with 3rd party logistics providers and optimizing freight costs.
- Strong analytical and strategic planning skills, including process improvement and KPI tracking.
- Effective oral and written communication skills across all levels of the organization.
- Experience managing a bond warehouse and ensuring tariff compliance is a plus.
- Experience transacting within an ERP system, JDE preferred.
- Forklift certification is a plus.

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**QUALIFICATIONS:**

- 5+ years of experience in warehouse management or logistics, with at least 3 years in a leadership role.
- Strong leadership, problem-solving, and decision-making skills.
- Ability to manage multiple priorities, work under pressure, and meet deadlines.
- Proven ability to drive process improvements and optimize workflow efficiency.
- Professionalism, flexibility, and strategic thinking.
- Regular and reliable attendance. Adherence to company dress code.
- Ability to obtain clearance to work in a bonded warehouse.
- Commitment to safety policies, procedures, and workplace standards.
- Successful completion of a pre-employment drug screen, motor vehicle, and background check.

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**WORK ENVIRONMENT:**

- Exposure to manufacturing areas that require the use of personal protective equipment such as safety glasses, hearing protection, steel toe shoes and other mandatory safety equipment.
- For the most part, ambient temperatures with typical plant lighting and manufacturing equipment are present throughout the facility.

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**PHYSICAL DEMANDS:**

- Walking primarily on a level surface for periodic periods throughout the day.
- Reaching, pushing, pulling or lifting as required within limits set by the Company.
- Ability to operate a forklift

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**SAFETY AND POLICY PRACTICES:**

Each employee must be knowledgeable of standard safety policies and procedures and adhere to the same while supporting the goals and objectives of the organization and recognizing the Company's need to achieve its business objectives. Each employee is responsible for complying with company hazardous waste disposal procedures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**AFFIRMATIVE ACTION:**

All terms and conditions of employment will be administered without regard to an individual's sex, gender identity, sexual orientation, race, color, religious creed, notional origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.