



Role: Warehouse Manager

Employment Type: Full-time

Location: Boulder, CO

Reports To: Director of Customer Experience

Job Description: This position has primary responsibility for the total operations of the Skratch Labs Warehouse including Shipping and Receiving. This position oversees all Warehouse employees, fulfillment processes and improvements, fulfillment related technology, inventory cycle counts, quality control, safety, warehouse & shipping supplies procurement, and 5S organization.

About Us: Skratch Labs is an outdoor company on the cutting edge of athlete nutrition, founded by two pro cycling veterans who started mixing performance drink mixes with simple ingredients for the pros in hardware store buckets over 8 years ago. Since then, we've built an amazing following of impassioned athletes and we're growing fast, but we always need help getting the word out! We believe food and drink are just better when made from scratch and we also believe that no matter where we find ourselves in life, it's never too late to start from scratch. We use our heads and our hearts in everything we do. Our goal is to help athletes perform better. Our brand and our team stand for being real, being supportive, and being fun. If you're inspired by athletes and our story, and you think you'd thrive in a start-up environment full of dogs, bicycle posters, shenanigans, hard work, and the occasional lunchtime knock-out (basketball) game, this could be the place for you.

About You: I am an honest, real individual who has an innate sense of how to motivate and influence team members to create a productive and optimistic work environment. I know I can trust others to get their job done but I'm not afraid to hold myself, and others, accountable. I have high attention to detail with all my work and accountabilities. I know that measuring results will make the greatest improvement. I play as hard as I work and love the way of life in Colorado's Front Range where the surrounding trails, rivers, and mountains are my playgrounds. I want nothing more than to join an emerging brand with an amazing small company culture in the shadows of the Flatirons and lead a team that will serve the rest of the company in hitting their goals.

Role Responsibilities:

- Responsible for the overall supervision of the warehouse team; including onboarding, continued growth, and planning around seasonality.
- Demonstrates an ability to motivate individuals or teams, and effectively can solve problems.
- Ensures 100% fulfillment goals are achieved and measured.
- Create and/or manage metrics for the warehouse and shipping & receiving that will drive a team-oriented continuous improvement culture.
- Oversees that all warehouse materials are ordered and in stock.
- Oversees all fulfillment technology and assets.
- Oversees inventory cycle count process and improvements.
- Ensures all safety protocols and product quality specs are met.
- Warehouse efficiency and optimization.

- Oversees 5-S training, audits, improvements.
- Writes and /or modifies all policies and procedures for all aspects of the warehouse, including quality inspections and fulfillment.
- Manages and prioritizes daily, weekly, and quarterly tasks and projects effectively.
- Holds effective ongoing and impromptu meetings with warehouse and shipping & receiving personnel.

Role Requirements:

1. Knowledge:

- Understanding of how a FIFO “pick and pack” fulfillment line works
- Experience in managing, reviewing, and implementing OSHA requirements
- 2+ years working with inventory management tools
- Working in a WMS or related order fulfillment modules a plus.
- Understanding of logistics, shipping and receiving
- Understanding of fulfillment technology

2. Skills and Abilities:

- Ability to supervise and motivate the work of others
- Solid documentation skills
- Understanding of safety and quality procedures
- Excellent organizational and time management skills
- Excellent communication skills
- Forklift certified

3. Education:

- Minimum of an associate’s degree in management or supply chain.

4. Experience:

- 2 plus years’ previous Warehouse experience
- 1-3+ years supervising others

Application Instructions: If this describes and inspires you, please complete a [10-minute survey](#) and send your resume and a short description about why you’d be a great fit to mark.s@skcratchlabs.com. Please put “Warehouse Manager” in the subject line.