



Eighth Generation Warehouse and Purchasing Manager

Position title	Department	Reports to	Salary range
Warehouse and Purchasing Manager	Warehouse	Chief Operations Officer (COO)	\$65,000/yr - \$75,000/yr DOE
Employment status	FLSA status	Effective date	Work environment
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Exempt		In-Person

Position Summary

Under the direction of the Chief Operating Officer, the Warehouse and Purchasing Manager (WPM) will lead the Eighth Generation's warehouse and purchasing departments. This position will guide and oversee all retail fulfillment, physical and digital inventory management, warehouse personnel, purchasing operations, and ensure safety standards are followed. Our goal is to ensure that all inventory is accurately accounted for, shipped out in a timely manner, and always properly received and organized. Similarly, our goal is to ensure that authentic Native art, excellence, and values are shared amongst our staff and our customers.

Responsibilities and Essential Duties

- Lead all warehouse staff (including visiting staff who may temporarily work in the warehouse) to accomplish daily, weekly, and monthly warehouse goals
- Research, analyze, and implement improvements to warehouse's internal processes and infrastructure
- Ensure that the company's production and shipping spaces are safe, organized, clean and set up for maximum efficiency
- Train pertinent staff in warehouse procedures
- Physically and digitally receive and record all inventory
- Determine and coordinate the organization of the warehouse, as well as regularly monitor inventory levels
- Purchase all necessary equipment and supplies for the warehouse department
- Understand and adhere to department's yearly budget
- Prepare and communicate weekly reports concerning inventory and sales data that could boost department efficiency and determine purchasing schedules for products
 - Regularly analyze given and researched data to proactively create and propose purchasing plans for all products
- Communicate with all domestic and international manufacturers and suppliers to ensure smooth procurement of all equipment, supplies, and products
 - Develop and foster positive relationships with all manufacturers and suppliers

- Work closely with the Product Development Department to make sure all manufactured products are up to company standard before and after arriving to the company's warehouse
- Clearly document and record all purchases within pertinent inventory management and accounting systems
- Schedule and coordinate LTL and FTL shipments to and from the Eighth Generation warehouse
- Communicate regularly and clearly with accounting staff to ensure accounts are paid and closed out timely
- Work with various departments to improve efficiency of systems to better accomplish interdepartmental goals

Basic Qualifications

- Ability to work independently and as a team member in a fast-paced work environment
- Ability to problem solve when necessary and communicate with colleagues as needed
- Ability to regularly lift 25–50 lbs boxes
- Ability to pass a background check
- Proficiency with MS Office Suite
- Strong analytical skills and demonstrated ability to research industry standards/procedures independently
- Strong familiarity with basic accounting
- Experience operating heavy machinery (including pallet jacks, forklifts, company vehicles)
- At least 2 years' experience supervising a team of at least 3 people
- At least 1 years' experience using order management and fulfillment software such as Shippo, Shopify, or other similar software required
- At least 1 years' experience using inventory management software such as Shopify, Fishbowl, or other similar software
- At least 1 years' experience overseeing and implementing health and safety standards in a warehouse setting, as well as demonstrated knowledge on injury reporting standards

Preferred Qualifications

- Bachelor's degree (business administration, logistics, supply chain management, or related field preferred) or equivalent experience
- Willingness to learn about the Native experience
- Willingness to learn and foster work culture that emphasizes Eighth Generation values, business practices, and mission

Schedule

- In-Person: Seattle, Washington location at our Georgetown warehouse location
- Monday–Friday; 9am–5pm
 - Peak season (Oct–Dec) adjustments as needed

Physical Demands and Work Environment

Constant moving, talking, hearing, reaching, grabbing and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, depth perception, and ability to adjust focus. Involves lifting at least 25 lbs.

Note: All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. This company is an equal opportunity employer and a drug-free workplace.