



Eighth Generation Warehouse Assistant Manager

Position title	Department	Reports to	Salary range
Warehouse Assistant Manager	Warehouse	Warehouse Manager	\$55,000 - \$65,000/yr
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	Immediately	In-Person

Position Summary

Under the direction of the Warehouse Manager, the Warehouse Assistant Manager will work closely with Eighth Generation's warehouse team and help oversee all retail fulfillment, physical and digital inventory management, warehouse personnel, 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 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

- Work collaboratively with the Warehouse Manager to lead all warehouse staff (including visiting staff who may temporarily work in the warehouse) to accomplish daily, weekly, and monthly warehouse goals
- Collaborate with Warehouse Manager and other department leaders to research, analyze and implement improvements to warehouse's internal processes and infrastructure
- Help ensure that the Company's production and shipping spaces are safe, organized, clean and set up for maximum efficiency
- In the absence of Warehouse Manager, supervise the Warehouse Associates as they execute their work and ensure they comply with quality standards or standard procedures
- Assist Warehouse Manager in training pertinent staff in warehouse procedures
- Assist Warehouse Manager in receiving inventory and organizing the warehouse
- Work with various departments to improve efficiency of systems to better accomplish interdepartmental goals
- Other duties as assigned

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 to 50 lbs boxes
- Ability to pass a background check
- At least 1 year experience supervising a team of at least 3 people
- At least 1 year experience using order management and fulfillment software such as Shippo, Shopify, or other similar software required

- At least 1 year experience using inventory management software such as Shopify, Fishbowl, or other similar software

Preferred Qualifications

- Bachelor's degree (business administration, logistics, supply chain management, or related field preferred) or equivalent experience
- Experience operating heavy machinery (including pallet jacks, forklifts, company vehicles)
- Proficiency with MS Office Suite
- Strong analytical skills and demonstrated ability to research industry standards/procedures independently
- 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; Georgetown warehouse location in Seattle, Washington
- 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.