



Warehouse Manager

Full Time - Reports to Dir. Of Operations

Job Summary

We are seeking an organized and detail-oriented warehouse manager to join our team and manage efficient, safe, and effective receipt, storage, inventory, and dispatch of our product. In addition to overseeing the operations of the warehouse, you will also be responsible for managing the warehouse team.

Responsibilities

- Manage receiving, warehousing, and distribution processes and procedures, and confirm staff compliance
- Conduct physical counts of products and reconcile with data to maintain adequate inventory levels
- Setup layout and ensure efficient space utilization
- Develop and monitor procedures for safety and security of warehouse environment and all goods
- Recruit, hire, and train new warehouse employees when needed
- Oversee all warehouse employees, including creating schedules, providing coaching, and issuing corrective action when required
- Adhere to all warehousing, handling and shipping legislation requirements and ensure that our warehouse complies
- Interact with suppliers and transport companies
- Order warehouse shipping and general supplies

Requirements and Qualifications

- 2+ years of warehousing experience
- Knowledge of proper safety procedures, equipment maintenance, and warehouse best practices
- Hands on experience with warehouse management software and databases (Shipstation, EDI, etc.)
- Skills in inventory control and management
- Remain calm under pressure
- Ability to create and manage warehouse processes
- Possess strong commitment to the team with the ability to work closely with other colleagues to ensure everyone's needs are met
- Strong leadership and interpersonal communication skills, with the ability to manage a team
- Associate degree in management, business operations, or related field is preferred, but not required
- Physical ability to frequently lift and carry materials weighing 25 pounds, and occasionally up to 50 pounds

How to apply:

Email: Careers@gooddaychocolate.com. Enter "Warehouse Manager" in the subject line

