



Position: Warehouse Manager

Reports to: Director of Operations

Location: Durango, CO

Website:

<https://www.tailwindnutrition.com>

About Tailwind

Tailwind is a fast-growing sports nutrition manufacturer based in Durango, CO. We help athletes around the world achieve their goals with simple, proven nutrition coupled with education, encouragement, and unexpectedly delightful customer service. We are a team of outdoor enthusiasts who love sharing in our customers' success and supporting the communities we are a part of.

Employment Type: Full-time, Exempt

Compensation: \$55-65K salary depending on experience plus benefits

What We Are Looking For

As Warehouse Manager, you will be responsible for overseeing all aspects of warehouse operations, including staffing, inventory management, receiving, storage, order fulfillment, and shipping. You'll be joining Tailwind in a period of rapid growth to help scale the business. The Warehouse Manager will lead the team of warehouse staff, ensuring proper training, efficient workflows, accurate record keeping, and upholding safety standards. You will work closely with production, supply chain, and logistics teams to create and implement physical and software processes to improve efficiency and support increasing scale. The role involves strategic planning, problem solving, and effective communication with various stakeholders throughout Tailwind. The successful candidate will be committed to supporting Tailwind's reputation for excellent nutrition products and great customer service.

This is a Full-Time, Non-Exempt Position; this position works Monday - Friday, 7:30am - 4:00pm.

Core Responsibilities:

Leadership and Supervision:

- Lead, motivate, and supervise warehouse staff to ensure optimal performance and productivity.
- Provide training, guidance, and support to team members.
- Delegate tasks effectively and ensure adherence to standard operating procedures.

Inventory Management:

- Implement inventory control measures to maintain accurate stock levels.

- Conduct regular inventory counts and reconcile discrepancies.
- Coordinate with purchasing and logistics departments to manage stock replenishment.
- Maintain inventory of required shipping supplies.

Receiving and Storage:

- Oversee receiving processes for incoming shipments, ensuring accuracy and completeness.
- Allocate appropriate storage locations for received goods based on inventory management principles.
- Maintain organized and efficient storage systems to facilitate easy access and retrieval.

Order Fulfillment:

- Manage order picking, packing, and shipping operations to fulfill customer orders accurately and on time.
- Optimize order fulfillment processes to minimize errors and maximize efficiency.
- Coordinate with customer service and sales teams to prioritize orders and meet customer requirements.
- Build and route pallets for larger shipments.

Quality Control and Compliance:

- Implement quality control measures to ensure product integrity and compliance with regulatory standards.
- Conduct regular inspections of warehouse facilities and equipment to identify maintenance needs and safety hazards.
- Enforce safety protocols and promote a culture of workplace safety among warehouse staff.

Performance Analysis and Improvement:

- Monitor key performance indicators (KPIs) such as inventory turnover, order accuracy, and on-time delivery.
- Analyze data to identify areas for improvement and implement corrective actions as needed.
- Continuously strive to optimize warehouse processes and streamline operations.

Communication and Collaboration:

- Collaborate with cross-functional teams, including procurement, sales, and distribution, to coordinate activities and achieve common goals.
- Communicate effectively with internal stakeholders and external partners to address issues and ensure smooth operations.
- Serve as a point of contact for customer inquiries and concerns related to warehouse activities.

What We Need From You:

REQUIRED:

- Bachelor's degree in logistics, supply chain management, business administration, or a related field (preferred) or equivalent work experience.
- 3-5 years of warehouse management experience
- Strong knowledge of warehouse operations, safety regulations and best practices, inventory management principles, and logistics processes.
- Positive attitude and ability to motivate and direct employees with respect and efficiency to foster a collaborative team environment
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Proficient using NetSuite or similar ERP, Excel, and strong ability to learn new software
- Familiarity with warehouse management systems (WMS) and other relevant software applications.

- High level attention to detail with excellent verbal and written communication skills and interpersonal abilities
- Excellent organizational, analytical, and problem-solving skills.
- Ability to work effectively under pressure and manage competing priorities.

PREFERRED

- Forklift experience - We will train the right candidate

Physical Demands

- While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time.
- Employees are also required to sit, walk, talk, hear, and use hands, fingers, and feet to operate equipment.
- Ability to lift up to 60 pounds.

Work Environment

- Typical warehouse environment.

What We Offer

- Competitive salaries, generous PTO and paid holidays
- 75% employer paid health insurance. Dental & Vision insurance available
- Employer matched 401k
- The ability to fuel your own passion with our products

*In compliance with **Colorado's Equal Pay for Equal Work Act (EPEWA)** we are disclosing the compensation for this position.*

Interested? Email resume and cover letter to jobs+WM@tailwindnutrition.com. No phone calls please.

***NOTE:** This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. Tailwind Nutrition is an "at-will" employer.*

Tailwind Nutrition is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.