

Position Opening:

Warehouse Manager

About Us

Hexago LLC is founded in 2017 in San Jose, CA and currently operating in both San Jose and Carrollton, TX with a 30,000 sqft warehouse. Hexago focuses on electric industrial fans, and industrial + commercial propane, electric, and kerosene heaters. We own the brands of Tornado Fans, the Hexago Heater. Besides Hex Tools and Hex Hardware are in the planning stage to become the sub-brand of us. Hexago develops and manufacture a wide range of models in fans and heaters to address the needs of a broad range of customers, including households, warehouses, agricultural, farms & barns, restaurants, and hotel industries. We are constantly increasing our product offerings to meet the diverse and changing needs of our customers.

“Our future growth relies on competitiveness and innovation, skills, and productivity; Founded in the ingenuity of our people.” It’s our mantra, motivating our team to grow in the best ways possible: personally, spiritually, and exceptionally.

About You/Job Description

Hexago is seeking a full time Warehouse Manager to help manage the day-to-day operations and administrative functions of the Supply Chain and Operations team. Coordination and communication are wide-ranging. You will support multiple areas of the business including logistics, inventory, customer service, and operation.

Specifically assisting with the shipping and daily operations, coordinating shipments between the customers and Texas warehouse, and report to the upper-level director. The warehouse manager will be reporting to one of the partners/owners/VP directly that leads the whole Operation department. This individual will be responsible for the effective and timely process of the warehouse workflow by directing shipping, production, receiving, and inventory control.

Daily Responsibilities

- ◆ Effectively maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures and process improvement plans.
- ◆ Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- ◆ Controls inventory levels by conducting physical counts; reconciling with data storage system to ensure accuracy and prevent discrepancies.
- ◆ Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- ◆ Operates forklifts safely and efficiently, following all OSHA safety regulations.
- ◆ People management skills with the ability to support, mentor and motivate the hourly workforce.
- ◆ Assists the Warehouse Director in warehouse staff including, recruiting, training, coaching, counseling, and disciplining employees as well as monitoring, and appraising job results.
- ◆ Maintains time and attendance records for all warehouse employees and approves payroll for the

warehouse employees.

- ◆ Strong Organization Skills and ability to work in a fast-paced environment with the ability to be an independent worker
- ◆ Strong familiarity with Microsoft Office Suite, emphasis on Excel and strongly preferred to have knowledge on WMS (Warehouse Management Systems) and other inventory control software, NetSuite.
- ◆ Demonstrated problem-solving skills and analytical skills
- ◆ Contributes to team effort by accomplishing related results as needed
- ◆ Ensure effective and safe use of warehouse equipment

Qualifications

- ◆ Exceptional ability to think both strategically and tactically with strong attention to detail
- ◆ Forklift experience with certification required
- ◆ Bachelor's degree or equivalent experience, preferably in management, operations, or business
- ◆ 3 to 5 years' experience with supply chain, warehouse, implementing process redesign & improvement
- ◆ Capable of analyzing requirements and developing solutions
- ◆ Experience working with eCommerce platforms like Amazon, Walmart, and Shopify highly desired
- ◆ Ability to communicate clearly and concisely and experience with relationship-building
- ◆ Excellent written and oral communication skills
- ◆ Experienced in problem solving and management
- ◆ Experience with negotiating shipping rates and supplies contracts a plus
- ◆ Track record of meeting or exceeding department performance goals
- ◆ Must be based in Dallas/Carrollton area, starting immediately.

Company Perks and Benefits

- ◆ Work in Carrollton, TX office
- ◆ Salary Base: \$50,000 to \$65,000 plus 5%-15% performance bonus at the end of the year, with 3%-5% annual raise
- ◆ Flexible Paid Time Off
- ◆ 401K and insurance package can be discussed after 90 days
- ◆ Additional financial assistance for employees who may have special circumstances or find themselves in an unsafe situation at any time