

ELLINGSON

Plumbing, Heating, A/C & Electrical

Job Title: Warehouse Manager
Department: Warehouse Operations
Location: Alexandria, MN

Position Summary:

The Warehouse Manager provides leadership and supervision to the warehouse staff and is responsible for planning, organizing and controlling the overall warehouse operations. The position manages inventory control, receipt, replenishment, storage, retrieval and when required delivery to ensure the timely delivery of goods. The Warehouse Manager is responsible for the Tool Crib operations.

Essential Job Functions:

- Create item records and purchase requests
- Perform inventory transactions
- Perform cycle count for all warehouses
- Controls inventory levels
- Assists in inventory analysis to include stocking levels, discrete buy decisions, obsolescence and shrinkage
- Manage the tool crib
- Inspect tools and equipment
- Performs general maintenance and repair of tools and equipment
- Maintains the warehouse in a neat and orderly fashion
- Assists in managing Logistics
- Collaborate with Business Development, Accounting, Service, Fabrication and Operations staff
- Maintain a safe and healthy work environment
- Represent the Company in community, academic or professional events
- Adhere to and enforce company policy and procedures

Leadership/Supervisory Responsibilities:

- Develop and enforce standards of work and workmanship
- Assist in developing budgets
- Plan and schedule warehouse activities
- This position manages warehouse staff, including hiring and performance management.
- Assist in the development of individual goals
- Assist in the development of warehouse goals
- Assist warehouse staff in their advancement and realization of developmental goals
- Perform employee performance evaluations
- Model Ellingsons Values

Qualifications:

- Effective verbal and written communication skills
- Ability to develop and execute project plans to deliver results
- Understanding of generally accepted accounting principles including cash flow management
- Proficient computer skills, specifically: Microsoft Excel, Microsoft Outlook
- Experience with SAP or other ERP systems
- Warehouse equipment (forklift, pallet jack) operation
- Warehouse equipment maintenance
- Demonstrated leadership ability
- Ability to develop and maintain professional relationships
- Effective negotiation skills
- Effective presentation skills
- Experienced in Servant Leadership