

Reports to: Plant Director		Direct reports: Yes
FLSA status: Exempt	Last revision date: 7/23/18	Approved by: SVP Operations

Position Profile:

The purpose of the Warehouse Manager is to manage all aspects of warehousing activities and transportation of goods for the Starkville, MS location. This position plans, organizes, receives, stores and distributes all product components received from suppliers and is a critical link in the CURiO supply chain, delivering components to the production lines and finished goods to distribution. The warehouse manager maintains full knowledge of all products and related components. The Warehouse Manager reports to the Plant Director and supervises warehouse techs/drivers.

Work Responsibilities:

Warehousing

- Responsible for the effective utilization of warehouse space and controls to maximize inventory accuracy and receipt/delivery of materials.
- Responsible for the layout and rotation of materials in all warehouses, ensuring applicable FIFO principles are maintained.
- Accountable for tracking the placement of all components in a condition such that inventory counts can be facilitated at any point in time.
- Manages the physical receipt of all goods to be warehoused in any company location. Requests any temporary personnel resources needed to receive/unload/store incoming goods.
- Manages the selection and delivery of components sent to all off-site manufacturers.
- Responsible for the timely packing and delivery of components in a re-stock status back to warehouse and placed in appropriate warehouse area, in a condition to be pulled again at any time.
- Responsible for developing and completing routine audits / inspections of the warehouse to ensure safety of all employees, and the overall organization / cleanliness of the warehouses.
- Is responsible for working with the Plant Director to maintain forklifts and other warehouse equipment in working order, including ensuring routine maintenance activities are kept current.

Transportation

- Interprets production schedules and computes amount of material required to complete job orders. Proactively monitors the production schedule and alerts the scheduler when components are not available to produce scheduled jobs.
- Manages the timely selection and delivery of components from all warehouses to all production lines.
- Manages the delivery of finished goods from production to distribution, ensuring proper storage and retention of product in the truck so damage does not occur during transportation.
- Responsible for ensuring drivers keep up-to-date transportation logs so that tracking of finished goods transportation is clear and concise.
- Is aware of the status and location of materials in transit at all times.
- Is responsible for working with the Plant Director to maintain vehicles in working order, including ensuring routine maintenance activities are kept current.

Responsible for constant evaluation of warehouse processes in order to facilitate improvement and create additional efficiency where appropriate.

Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.

Staff Management:

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

Minimum Qualifications

- Bachelor's Degree or equivalent experience
- Five years' experience in a warehouse or distribution environment
- Two years' experience supervising warehouse personnel
- Must possess and maintain a valid Driver's License
- Must be certified to operate a forklift

Computer and/or software qualifications:

- Minimum of basic level of proficiency in Microsoft Excel, Microsoft Word, Power Point

Core Competencies:

- Practice strong leadership
- Ability to train, plan, assign, and supervise the work of others
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors and other partners
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs
- Ability to solve problems and make decisions that keep production lines equipped with materials needed to perform their schedule

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- Demonstrated ability to apply good judgment and decision making in how assignments and work are completed
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations using percent, decimals and metric conversions
- Strong planning and organizational skills
- Exhibits a high tolerance for stress
- Ability to process, maintain and protect company confidential/proprietary information

Preferred Qualifications:

- Experience with enterprise software (Syteline or other similar MRP system)

Travel Requirement: None

Working Environment and Physical Demands:

- Mixed environment of office, warehouse and dock. May require brief exposures to extreme temperatures, cramped spaces or heights while performing essential functions of the position.
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Constant and continuous daily exposure to dust fragrance.
- Periods of stress may occur
- Visits between multiple company locations require use of own transportation
- Activities require:
 - Standing and walking on cement floors up to 8 hours per day.
 - Frequent ladder climbing (10+ times per day).
 - Frequent lifting of up to 45 pounds (30+ times per day).
 - Lifting more than fifty pounds with assistance (2+ times per day).
 - Frequent bending, stooping, squatting, and lifting (30+ times per day).
 - Frequent climbing onto a forklift and standing or sitting to operate.
 - Frequent manual control of hand levers, wheels, and foot pedals on forklift.

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