

	<h1 style="text-align: center;">Warehouse Operations Manager</h1> <h2 style="text-align: center;">Job Description</h2>		<p>Document Number:</p> <p style="text-align: center;">JD-OPS-09.11</p>
	<p>Department:</p> <p style="text-align: center;">Operations- Shared Services</p>	<p>Effective Date:</p> <p style="text-align: center;">January 28, 2016</p>	<p>Revision No</p> <p style="text-align: center;">0</p>

I Reason for Existence

The Warehouse Operations Managers plan, organize, direct, manage, evaluate, and are responsible for the operations and budget of warehouse facilities, including the identification for warehousing operation improvements.

II Duties and Responsibilities

1. Achieve warehouse operations operational objectives by contributing warehouse operations information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer- service standards; resolving problems; completing audits; identifying trends.
2. Meet warehouse operations financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
3. Develop warehouse operations systems by determining product handling and storage requirements; developing, implementing, enforcing, and evaluating policies and procedures; developing processes for receiving product, equipment utilization, inventory management, and shipping
4. Develop warehouse design by planning layout, product flow, and product handling systems; evaluating and recommending new equipment.
5. Develop warehouse operations system improvements by analyzing process work flow, manning and space requirements, and equipment layout; implementing changes.

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6. Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.
7. Secure property by developing protection and access policies and procedures; coordinating patrols with security department.
8. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
9. Coordinate with other departments as well as with customers to effectively discharge the functions of the team.
10. Recommend and initiate the selection and hiring of new employees by conducting paper screen and interviews to ensure that job specifications are met.
11. Provide coaching/training from time to time to the team members to effectively carry out his/her functions.
12. Perform any other function as assigned by his/her immediate leader.

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III Minimum Qualifications

1. Graduate of any four year course preferably business course.
2. Minimum of (5) five years' experience on the position with similar job descriptions.
3. 4 to 5 years managerial or supervisory experience in warehousing management.
4. String written/ oral communications and organizational skills are required.
5. Proficiency in Office Applications.
6. Strong analytical skills, systematic and detailed oriented.
7. With proven people skills.
8. Flexibility and stress tolerance.
9. Presentation and organizing skills.

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