

	<b>Position Description Manual</b>
Department: OPERATIONS	Position Title: WAREHOUSE OPERATIONS MANAGER
Effective Date: JUNE 01, 2015	Revision No.: 0

### 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 of opportunities for warehousing operation improvements.

### DUTIES AND RESPONSIBILITIES

1. Achieves 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. Meets warehouse operations financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
3. Develops 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. Develops warehouse design by planning layout, product flow, and product handling systems; evaluating and recommending new equipment.
5. Develops warehouse design by planning layout, product flow, and product handling systems; evaluating and recommending new equipment.
6. Develops warehouse operations system improvements by analyzing process work flow, manning and space requirements, and equipment layout; implementing changes.
7. Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.
8. Secures property by developing protection and access policies and procedures; coordinating patrols with security department.

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9. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10. Coordinate with other departments as well as with customers to effectively discharge the functions of the team.
11. Recommend and initiate the selection and hiring of new employees by conducting paper screen and interviews to ensure that job specifications are met.
12. Provide coaching/training from time to time to the team members to effectively carry out his/her functions.

## QUALIFICATIONS

1. Graduate of any four year course preferably business course
2. Minimum of 5 years experience on the position with similar job descriptions.
3. 4 to 5 years managerial or supervisory experience in warehousing management
4. Strong 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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