

Warehouse and Logistics Manager

Classification: Full-time, Exempt

Reports to: COO

Department: Warehouse

Supervises: All warehouse employees
(13)

Position Level: L3

Primary purpose of the job

The primary purpose of this position is to:

- Supervise and oversee all day-to-day operations of the Redeye warehouse, including shipping, receiving, D2F, mailroom, and returns.
- Ensure all orders ship each day, without fail; adjusting the staff schedule based on the daily volume.
- Ensure impeccable inventory accuracy, ensuring proper stock movements in the midst of orders, POs, and adjustments.
- Ensure that all warehouse expectations are met and policies are adhered to.
- Maintain a skilled staff of employees, cross-trained in every department.

Significant duties of the Warehouse and Logistics Manager include, but are not limited to, the following:

- Responsible for properly scheduling all warehouse employees on a daily basis, based on the established policies.
- Responsible for the proper training of warehouse employees with emphasis on cross training in all areas
- Ensures a neat and tidy warehouse by enforcing workspace guidelines and weekly inspections of each area.
- Responsible for maintaining and enforcing warehouse rules, policies, best practices, and expectations for each area
- Responsible for maximizing the organization and efficiency of the warehouse with emphasis on Lean practices, warehouse logistics, procedures, and layout.
- Maintain relationships with UPS, FedEx, USPS and other carriers.
- Oversee the ordering of supplies and ensure stock levels are met based on need (boxes, tape, knives, racking, etc)
- Maintain relationships with all suppliers and constantly work to get better pricing on supplies.
- Monitor the Mis-Ship Log to ensure problems are addressed and kept to a minimum
- Ensure inventory cycle counts happen frequently to ensure impeccable inventory accuracy
- Approve and submit warehouse payroll to Accounting on a bi-weekly basis. Adjusting hours and reporting PTO usage as necessary.
- Track KPIs as requested by the COO

- Work closely with Inventory Control and Sales Department to ensure special needs and requests are met.

- Build a strong staff of ambitious, hard working, passionate employees.
- Ensure reasonable staff attendance at company events.
- Constantly communicates with other departments to determine issues and communicate changes that are being made. When necessary, take the lead in talking with other departments and ensuring all needs are met.
- Creating plans for improvements within the warehouse and implementing the plans across all employees.
- Other duties as assigned by the COO

Job Requirements:

- Passion for process, logistics
- Strength in mentoring and training of employees
- Passion for music, good fit with the culture of Redeye
- Excellent organization skills, strong eye for detail
- Strong communication skills - both in-person, by phone, and by email
- Strong management skills - experienced with hiring, firing, handling, issues/personalities
- Strength in creating a plan for change as well as implementing the plan

Experience requirements:

- Three years previous warehouse management experience required in high volume, high SKU warehouse
- Three years experience managing a staff of 7 or more employees
- Experience with Lean and/or Six Sigma a plus