

Warehouse Assistant Manager – Job Description

Job Description: The ideal Warehouse Assistant Manager is detail-oriented, collaborative, resourceful, and positive. This person should show ~ excellent leadership skills and can manage multiple staff in many different areas of event warehouse operations from cleaning Warehouse Supervisor must be able to multi-task and keep employees on task. This person should be able to think outside the box and be able to help solve packing, storage, and transport issues.

He/she must keep company interests in mind when making decisions. This position requires knowledge of budgeting, inventory integrity and maintenance, employee management, and maintaining employee morale. The right candidate is professional and has excellent communication skills. Being organized and having good time management skills are also great qualifications. Having a hands-on attitude and not afraid to get your hands dirty is a must in this industry. This person must also be willing to work 40+ hours a week which will include some nights and most weekends during the peak seasons of July — December.

Responsibilities

The duties and responsibilities of the Warehouse Supervisor include, but are not limited to, the following:

- Reports to Warehouse Manager
- Onboards and trains all crew members following company's SOP's
- Manages and organizes the daily workload for the crew
- Is always present on the floor, giving support to all crew members
- Assists Warehouse Manager in conducting daily morning briefings with the supervisors
- Conducts weekly 1:1's with departmental supervisors and crew members
- Reports and documents all disciplinary conversations to HR
- Assists the Warehouse Manager in scheduling based on operational needs
- Runs and attends meetings when Warehouse Manager is not on duty
- Assists Warehouse Manager with Inventory
- Daily manages the packaging area
- Reports departmental needs to Warehouse Manager (labor/equipment)
- Ensures all parties are set up for success
- Ensures Event Managers daily accurate checkout
- Takes ownership for mistakes and looks for ways to ensure better results
- Ensures all Warehouse Areas, including parking area are cleaned and organized by EOD
- Enforce cleaning schedules for the Warehouse
- Requests work orders for big equipment repair and maintenance
- Maintains safety and security procedures of the warehouse defined by the Warehouse Manager
- Ensures sure equipment is properly stored on equipment racks by EOD
- Maintains warehouse staff morale by always being a team player
- Assists the Warehouse Manager with the maintenance of company vehicles by following maintenance programs, following check-in and check-out procedures, completing daily inspections, enforcing a cleaning schedule, controlling fueling, and notifying Warehouse Manager of repairs if require.