



Job Title: Warehouse Manager

Department: Finance, Materials Management
Reports To: Director, Materials Management
Grade: BL-07
Number of Days: 12 Months
Security Access: Warehouse
Current Date: May 14, 2013
Overtime Status: Exempt

Job Objectives: Manage warehouse operation and mail services.

Minimum Qualifications:

- High School Diploma

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage deliveries in an expeditious manner that requires a complex schedule matrix, deploy and assign resources as needed daily for warehouse and mail room services in separate locations, manage fleet of 25 vehicles.
- Manage, control and safeguard warehouse inventory movement worth \$12 mil annually, integrate off-site storage as necessary, ensure proper stock rotation, maintain comprehensive records of receipts and deliveries and supporting documents at both warehouse and mailroom locations, maintain material handling equipment.
- Effectively and efficiently manage storage facilities/resources including the science resource center.
- Direct, supervise and schedule 28 employees.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Class B CDL license

Supervisory Responsibility:

- 28-30 employees

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office and warehouse.

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