



POSITION/ROLE: Warehouse Manager

TYPE OF POSITION & REQUIREMENTS:

Warehouse Manager will work in multiple areas including, but not limited to:

- The initial job responsibilities will include overseeing receiving, warehousing distribution and maintenance operations.
- Proven work experience as a Warehouse Manager and ability to implement process improvement initiatives.
- Hands on experience with warehouse management software/databases.
- Dispatch deliveries by our trucks and set routines.
- Setting up layout and ensure efficient space utilization.
- Managing warehouse in compliance with company's policies and visions.
- Maintain standards of health and safety, hygiene and security. Strong leadership, management, problem-solving and communication skills.
- Ability to liaise with clients, suppliers and transport companies.
- Ability to operate fork-lift and physically able to handle warehouse deliveries
- Plan work rotations, assign tasks appropriately and appraise results..

GENERAL DESCRIPTION & SAFETY:

We are looking for an effective Warehouse manager to direct receiving, warehousing and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch a wide variety of products. Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly.

L&L/ EGM clients often visit the premises and professional attitude, behavior and appearance is required at all times. Many client companies have confidential projects and technologies located at L&L/ EGM, and no employee is to discuss the customers, projects or orders with anyone outside L&L/EGM. Professional appearance includes appropriate work attire suited to the specific work being done. Steel toe shoes are required. Additional requirements may be discussed with supervisor.

- **JOB TYPE:** FULL TIME (M-F)
- **EDUCATION REQUIRED:** HIGH SCHOOL/ TRADE
- **EXPERIENCE REQUIRED:** Proven work experience as a Warehouse Manager, Ability to operate Fork-Lift and physically able to handle warehouse duties.
- **PAY:**
 - Be paid bi-weekly on a salary (to be determined)
 - Allowed to participate in company benefits as detailed in the employee handbook (insurance, vacation, 401K, etc.)
- **ADDITIONAL DETAILS:**
 - Professional and Timely behavior (show up on time, work hours as required, stay organized)
 - Professional/Appropriate appearance, hygiene, language and demeanor with customer/ co-workers