



WAREHOUSE MANAGER

The Warehouse Manager is responsible for receiving, tracking, picking, storage, staging, dispatching, security, maintenance, sanitation, and administrative functions. You will be hands on and oversee, train, and evaluate a small staff of delivery drivers and shop personnel. Warehouse Manager will also manage our tool inventory. This position collaborates closely with Construction & Service departments.

RESPONSIBILITIES & DUTIES

- Oversee & perform shipping, receiving and warehousing duties in our shop and storage containers.
- Coordinates deliveries with drivers, technicians, and outsourced delivery companies.
- Implement operational policies and procedures.
- Ensure effective and safe use of warehouse equipment.
- Ensure the safety of staff.
- Maintain documentation and keep accurate records of warehouse activities.
- Manage Tool Inventory.
- Assist with deliveries when required.

Communication:

Must be able to provide proactive, clear, and timely communication to field forces, team members and co-workers.

Personnel:

- Ability to manage truck drivers & outsourced delivery companies.
- Ability to lead and foster a positive working environment.

MINIMUM REQUIREMENTS

- 5+ years of warehouse management experience.
- Exceptional understanding of warehouse management procedures.
- Proficient knowledge of inventory and inventory controls.
- Valid Driver's license.
- Proficient Computer Skills.
- Outstanding communication skills, both written and verbal.
- Outstanding leadership, organizational, multitasking, and critical thinking skills.

Education

High School diploma.

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WAREHOUSE MANAGER

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WORKING REQUIREMENTS AND CONDITIONS

This position requires working in both an external and internal environment. Ability to operate forklift effectively.

MENTAL AND PHYSICAL REQUIREMENTS

He or She must:

1. Have ability to work as a team member.
2. Display professional appearance, warm demeanor, and positive attitude.
3. Be a motivated self-starter.
4. Work independently and to be accurate, efficient, and organized.
5. Manage multiple tasks simultaneously.
6. Stand, walk, sit, reach with hands and arms, climb, balance, stoop, kneel, and crouch occasionally.
7. Lift and/or move up to 40 pounds.

EQUIPMENT AND TOOLS

- Computer and peripherals.
- Mechanical equipment.

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Johnson Melloh, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.