



JOB DESCRIPTION

Title: **RECEIVING & WAREHOUSE MANAGER**

Manage Staff

- Create monthly schedule
- Prioritize and delegate daily duties
- Provide product/pricing information
- Hire, train and evaluate staff according to company guidelines
- Maintain employee records of staff performance
- Re-train existing staff as policies and procedures change
- Prepare team for store dimensionality in backstocking, reorganizing, hanging, inventory support

Inter-Store Transfers

- Coordinate with Lead Drive to schedule/communicate daily delivery plans to all store locations
- Ensure merchandise re-packaged for transfer meet company standards to minimize damages
- Oversee maintenance of store vehicles

Receive Merchandise

- Oversee incoming deliveries, verify shipments and organize for efficient processing
- Prioritize processing to balance store needs with buyer urgency
- Match purchase orders to packing slips/invoices
- Price or delegate pricing according to store guidelines
- Handle discrepancies/quality problems/call tags with vendors
- Allocate orders for inter-store transfer and flag special orders and process according to store procedures
- Maintain an efficient processing area and system
- Keep journals to track damages, markdowns, sale items etc.

Administrative

- Prepare invoices for payment ensuring all paperwork is complete, terms/credit are applied accurately
- Oversee pursuit of vendor credit or product replacement, procure call tags as necessary

Misc.

- Demonstrates leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Ensure all safety policies including COVID prevention protocols are followed
- Assist in special projects, maintenance, cleanup and reorganization as needed
- React quickly to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons
- Be available outside of scheduled shift to troubleshoot store events

Requirements: Strong spatial relations, excellent communication, and ability to prioritize. Ability to stand/walk or work on a computer for prolonged periods, repetitively bend/lift/reach/twist, go up/down stairs with merchandise, and lift/move up to 40 pounds. Willingness and ability to work with warehouse equipment such as ladders, pallet jacks, and packing tools.