

Warehouse Manager

- Maintain a clean and organized work area (minimize tripping hazards)
 - Be able to delegate tasks to asst. managers/ employees
- Provides any additional backup support needed for each side in terms of deliveries, packing and unpacking.
- Communicate effectively with purchasing, staff and owners.
- Any other special project assigned.
- Be ready to train your staff
- Generate transfers to all locations according to the set schedule for onetime deliveries to stores.
 - Assistant managers need to know how to generate transfers and change numbers as well as making sure the tobacco cover sheet gets on the transfer sheets.
- Make purchase orders
 - Make sure default cost is up to date (including shipping costs)
 - Set product pricing
 - Set reorder points
 - Make sure if a product is not moving to check reorder points.
 - If a product is being depleted quickly communicate this with purchasing.
 - Let purchasing know of missing product(s), do not let purchase orders go beyond 2 months without an answer.
 - Make sure to go back and close out old purchase orders.
- Keep up with staff overtime, clock in clock out, call ins, PTO, write ups
 - Keep a log of late, leaving early, call ins, overtime. Any paperwork needs to be given to the accountant to file in the employees file
 - Make sure everyone is on time.
 - Make sure everyone takes breaks throughout the day and take a lunch break
 - Work with Assistant managers to make sure staff know tasks that need to be done, no sitting around the last 40 min of the shift.
 - Make sure staff know who to contact for the problem to be answered quickly
- Hiring and firing of warehouse staff
- Always have someone for deliveries
- Get items wholesale priced in the warehouse for cash-n-carry.
- Make a what's new sheet for store front and wholesale website
- If you are given a task by Kaylyn or Supreet it needs to be completed by a reasonable time frame or the one provided and needs to be enforced.
- Any special projects assigned

The specific duties of a warehouse manager include formulating strategy, improving performances and securing compliance. Ensure all operations are carried on in an appropriate, cost-effective way.

We trust you to help us remain compliant, efficient and profitable during business.