1. Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations and replacements.
2. Improved delivery plans with strong scheduling knowledge, organizational skills and route development expertise.
3. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
4. Boosted warehouse operations efficiency by overseeing dispatching and setting optimal employee schedules.
5. Set and enforced proactive inspection and maintenance schedules to keep equipment in good operational condition.
6. Drove personnel performance by appraising job results, counseling personnel on needed improvements and disciplining substandard conduct.
7. Met environmentally controlled warehouse operational needs through efficient staffing and resourcing of materials and equipment.
8. Maintained strong vendor connections, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
9. Managed over $[Number] in inventory and [Number] employees in [Number] square-foot warehouse for [Type] of company.
10. Safeguarded warehouse operations and mitigated liability by establishing and implementing employee training on safety and security protocols.
11. Negotiated with [Number] different freight companies and received annual contracts resulting in cost savings of [Number]%.
12. Diminished accidents [Number]% for $[Amount] yearly costs savings by identifying root causes for corrective action.
13. Completed timely and accurate daily logs to keep internal reporting accurate and effectively track materials movements.
14. Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
15. Handled day-to-day shipping and receiving overseeing more than [Number] packages per day.
16. Directed system updates to boost productivity and control recordkeeping errors.
17. Redesigned warehouse layout to accommodate new equipment, maximize space utilization and improve process efficiency.
18. Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
19. Oversaw and motivated team of [Number] employees in warehouse to increase efficiency by [Number]%.
20. Operated [Type] computer system, hand-held inventory control device and calculator to perform [Action].