



JOB DESCRIPTION

Job Title: Warehouse Manager
Department: Supply Chain
Reports To: VP Supply Chain
FLSA Status: Exempt

Position Summary: The Warehouse Manager plans, coordinates, and directs the warehouse and shipping operations for BPI Outdoors. The primary focus is coordinating and directing all aspects of the warehouse: inventory management, receiving, and shipping small parcel, LTL, and FTL truck shipments to achieve on-time customer delivery while managing and minimizing overall warehouse costs and transportation expenses. Creates functional strategies to improve the operations of the warehouse.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

Personnel/Supervisory Responsibilities:

- Coordinate and direct resources on a daily basis to ensure accurate and timely receipts of products, inventory, and on-time shipping to customers.
- Ensure compliance with all company safety programs and operational policies as well as Federal, State, and Local regulations.
- Manage the staffing levels in warehouse to meet workload and customer demand.
- Ensure all team members are properly trained, cross-trained, and compliant with processes and procedures.

Duties/Responsibilities

- Serve as the primary point of contact for logistics, and all related logistical concerns.
- Determine allocations of available inventory and distribute pick lists to warehouse personnel to achieve on-time customer delivery while balancing transportation expenses.
- Develop warehouse operations systems by determining product handling, storage requirements, equipment utilization, inventory, and optimal shipping methods.
- Train and manage warehouse individuals and teams to achieve short and long term operational goals.
- Analyze, review, and prepare work instructions, work flows, equipment layouts, structure, for effectiveness and develop action plans for continuous improvement of warehouse operations.
- Establishes, maintains, revises related KPI's for efficient and effective alignment to company goals.

Conducts root cause analysis on a regular basis to address improvements and shortfalls.

- Responsible for developing and executing continuous improvement projects and plans within their span of control and support others.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Research, identify, and present new ideas to improve shipping, receiving and warehouse operations.
- Develop and maintain effective cycle counting processes and procedures to maintain accurate inventory within the warehouse.
- Anticipates and schedules inbound import containers.
- Perform other related duties and tasks as necessary or as assigned.

Skills/Experience Requirements:

- H. S. diploma/GED required. Associates, Bachelors or Masters degree in Supply Chain, Logistics, Business preferred.
- Five (5) years or more relevant experience in warehouse management, distribution, supply chain, or logistics required.
- Five (5) years or more experience managing, leading and developing direct reports required.
- Advanced degree in supply chain, transportation, business or related field preferred.
- Prior experience with receiving and shipping serialized firearms/ATF compliance preferred.
- Haz mat/49-CFR certification preferred.
- ASCM (APICS) certifications preferred.
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Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Business Ethics – Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works ethically with integrity.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly. Plans for resources during peak and low demand periods. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Quality - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Continuous Improvement – Analyzes current practices and develops business process improvements

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Language Ability: Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability: Must be able to conduct all types of mathematical problems including the ability to calculate figures and amounts such as discounts, interest, commissions, proportions percentages, margin, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, individuals must have strong computer related skills including familiarization with word processing software, accounting software, spreadsheet, database software, WMS, and ERP.

Certificates and Licenses: Fork lift, and other typical warehouse equipment certification preferred.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Email resumes to jim@bpiguns.com.
