



ASSISTANT WAREHOUSE MANAGER

GENERAL RESPONSIBILITIES

Assist with the operation of a modern storeroom/warehouse to include ordering, receiving, stocking, processing and distribution of materials. When the Manager is out, the Assistant Manager will fill in.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive, inspect, and store all standard storeroom stock and special-order parts.
- Assist in tracking a large and diverse inventory (over 4000 parts) and maintain proper stock levels by devising appropriate reorder lead times and amounts to assure adequate quantities are available for the Maintenance Services facility.
- Obtain quotes and negotiate comparative prices, order parts from vendors, and work within budget constraints.
- Possess basic computer skills with the ability to use typical office programs.
- Utilize computer-based storeroom operations program and is thoroughly versed in its capabilities and limitations.
- Ensure that all inventory transactions are properly documented in accordance with standard operating procedures.
- Issues parts and equipment to craftsman.
- Act as the warehouse manager in his absence.
- Possess thorough knowledge of all parts in the warehouse inventory.
- Conduct complete inventories as well as weekly cycle counts.
- Possess a basic knowledge of bar-coding procedures.
- Track keys for all Maintenance Services vehicles and VBCPS facilities.
- Operate forklift and other basic lifts and labor-saving devices.
- Practice safe warehouse procedures, identify potential hazards, and recommend improvements to standard procedures.
- Issue shared equipment maintained in the storeroom.
- Maintain the storeroom in a neat, orderly, and efficient fashion.
- Perform related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of storeroom/warehouse and inventory practices; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to maintain financial records; ability to operate forklift and common storehouse/warehouse equipment; computer knowledge as it pertains to inventory, receiving, and distribution; ability to handle and oversee multiple tasks effectively; establish and maintain effective working relationships with associates; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Minimum three (3) years warehouse experience.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally with assistance. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Skilled in safe forklift driving.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 10/08, 7/20
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