

Warehouse Manager Job Description Template

We are looking for an organised Warehouse Manager to supervise the receiving, delivery and storage of goods in our warehouse. The Warehouse Manager will oversee the loading and unloading of goods, storage, delivery, warehouse security, maintenance, cleaning and the administrative functions of the warehouse and the various departments that provide these functions. You will supervise, provide training, reward and discipline staff when required. You will also ensure the maintenance of company tools and machinery within the warehouse, scheduling any required maintenance or repairs.

To ensure success you will need to operate effectively in a fast-paced, dynamic environment and perform your duties with peak efficiency. Top applicants will be able to demonstrate strong leadership skills, excellent organisation and exceptional verbal and written communication skills.

Key Responsibilities:

- Oversee the receiving, storage and delivery of goods
- Implement operational policies and procedures to improve overall efficiency
- Monitor warehouse security
- Ensure all staff follow safety standards when using warehouse equipment
- Ensure health and safety standards are met across the entire warehouse
- Maintain documents and keep accurate records
- Assist with deliveries when required

Personal Specification:

- Previous experience in warehouse management or similar roles in a logistics background
- Excellent knowledge of warehouse procedures and management
- Working knowledge of inventory management systems
- Forklift certification is desirable but not essential
- Excellent verbal and written communication skills
- Strong leadership and organisational skills
- Strong problem solving skills
- Excellent leadership skills