

Warehouse Manager Job Description

Duties and Responsibilities:

- Receive inbound merchandize and make sure that they are safely and securely packed
- Ensure spacious and efficient layout of the store room
- Assist the dispatcher in making sure that orders are sent in a timely manner
- Receive orders from the dispatcher, supervisor, or from clients
- Assist the human resources manager in hiring and training warehouse workers
- Coordinate the activities of other warehouse workers to make sure they comply with established standards
- Track the movement of drivers and merchandize
- Keep accurate record of inbound and outbound goods, as well as keep record of damaged and returned goods
- Produce periodic reports of the warehouse's operations
- Make sure that the warehouse and goods in it are safe and secure
- Ensure that fragile materials are safely packed
- Inform the supervisor of stock level and when to replenish the stock
- Adhere strictly to safety rules and procedures
- Handle, maintain, and oversee the handling of equipment used in warehousing operations.

Warehouse Manager Requirements – Skills, Knowledge, and Abilities

- A warehouse manager must be educated to the first degree level at least. Normally, a degree in logistics, supply chain management or business related discipline is preferable
- To succeed as a warehouse manager, hands on experience in any of warehousing, supply chain management, or logistics is very important.

So, it is usually required that the manager works in any of the stated fields as an employee or assistant to a manager

- Strong leadership and interpersonal skill is very important as the manager would be handling people and materials. He/she should be able to coordinate the activities of the warehouse workers, as well as engender team play among the workers
- In addition, he/she should be able to communicate effectively with other employees (both seniors and subordinates). This is also necessary as the role involves regular interaction with other members of the team
- He/she must be willing to work flexible schedule when the need arises.
- Excellent numerical skill is also very important as the job involves lots of counting and recording. A good knowledge of necessary computer applications may also be necessary to help the manager discharge his/her duties easily
- The role entails doing a lot of tasks at the same time. Therefore, the manager must be able to multitask and be quick in making decisions.