

Title: Warehouse Lead

Department: Operations

Reports To: Market Manager

Role Definition:

The Warehouse Manager is a direct labor position who holds responsibilities over Millennium's largest asset. A qualified candidate must be able to prioritize general warehousing duties both for themselves and their team as well as maintain Millennium's high standards on inventory accuracy, warehouse efficiency, staffing, capacity planning, Safety and general preventative maintenance at their facility.

Summary of Essential Job Functions:

1. Utilize our warehouse management system to make receiving, picking, packaging and shipping procedures as efficient and effortless as possible.
 - a. Manage all warehouse transactions to make sure they are prompt and accurate.
 - b. Adopt and deploy lean manufacturing strategies to improve your operations.
2. Monitor and manage your local inventory
 - a. Conduct and report cycle counts on a weekly basis.
 - b. Investigate inventory adjustments down to the root cause.
 - c. Internally audit your team, processes and product for accuracy.
3. Manage your workload and staff appropriately
 - a. Create schedules and operating rhythms both for yourself as well as your team.
 - b. Make adjustments to schedules in order to ensure all work is completed accurately and on time for our client.
 - c. Cross train your team for efficiency.
4. Understand and report on the activity of your warehouse
 - a. Track all Key Performance Indicators and use them to manage your operation.
 - b. Report KPI's of your operations during regional meetings.
 - c. Follow through on company initiatives.

5. Continually manage the equipment and grounds of your facility
 - a. Regularly follow up on P.M. programs for your equipment.
 - b. Keep the facility in good, clean and safe condition by scheduling the appropriate maintenance on all aspects of the building.
 - c. Verify that all grounds are kept maintained by local landscaping and snow removal companies.

Accountabilities:

1. Following procedures as they relate to the use of our warehouse management system.
2. Keeping your market's inventory accuracy level up to Millennium's standards.
3. Planning, prioritizing and staffing your facility to match the market's budget.
4. Documenting, reporting and managing up to your warehouse metrics.
5. Maintaining and planning preventative maintenance on both the facility and equipment used in your warehouse.

Minimum Requirements:

1. 3 years supervisory experience in either a manufacturing or distribution environment (management experience preferred)
2. 2 years direct labor warehousing experience
3. 2 years experience using a barcode warehouse management system
4. Knowledge of lean manufacturing and 5S programs (certifications are a plus)
5. The ability to communicate across multiple levels of an organization

Pay Structure:

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