



WAREHOUSE MANAGER

This position reports to the Charlotte Dispatch Coordinator in our Stallings, NC, location. The hours are 5 am – 3:30 pm M – F.

Objectives

- Ensure that the warehouse operates at peak efficiency — with customer satisfaction as the primary goal.
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, and shipping methods.
- Solve day-to-day operational issues and reach short- and long-term performance goals.
- Oversee daily operations while controlling and managing inventory and logistics.
- Review and prepare workflows, space allocations, layouts, and action plans that meet company standards for productivity, quality, and customer service.
- Maintain a safe and healthy work environment by establishing and enforcing standards and procedures and complying with legal regulations.

Responsibilities

- Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
- Manage the flow and quality of work to maximize efficiency and minimize overtime.
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance when necessary.
- Regularly meet with the warehouse team to develop actionable plans.
- Oversee and manage logistics for transporting products to customers and company facilities, communicating with drivers and partners to ensure efficient materials delivery.

Required skills and qualifications

- High school diploma or GED equivalent
- Three or more years of experience in a warehouse role.
- Proficiency with warehouse procedures and policies.
- Excellent problem-solving skills and leadership qualities.
- Ability to work collaboratively with all levels of company staff.
- Ability to deliver effective feedback, both written and verbal.
- Ability to lift 100 lbs. or more without assistance.

Preferred skills and qualifications

- Associate degree (or equivalent) in logistics or supply chain management
- Building materials supply management
- License to operate a forklift.
- Ability to communicate in English and Spanish.