



Warehouse Manager

Directly reporting to: Chief Operating Officer
Duration of Job: Full-time, Permanent
Hours/Week: 40; Non-exempt, hourly.

JOB SUMMARY

The Warehouse Manager will coordinate the movement of all inventories within the warehouse at King Estate Winery. He/she will manage all warehouse activities which include (but are not limited to), ensuring warehouse goods both inbound and outbound are dispatched correctly and on time to the appropriate destinations and in the expected quantities. Additionally responsible for all aspects of warehouse management and physical inventory control while maintaining accurate records within the tracking software Vintrace.

Requirements:

- 5 years packaging, manufacturing and/or inventory management experience.
- Exceptional communication skills; written, oral and interpersonal.
- 21 years of age and high-school diploma or equivalent
- Ability to lift, up to, 60lbs repeatedly for extended periods of time.
- Ability to stand for extended periods of time. Agility to climb ladders, walk on uneven surfaces and climb, stoop, bend and board warehouse machinery.
- Certified Forklift Operator and other material handling equipment (i.e. pallet jacks, hand trucks)

Essential Job Functions:

- Control inventory levels by conducting physical counts; reconciling with data storage system.
- Responsible for all incoming and outgoing inventory movements including the preparation of documents and bill of lading and carrier bookings and communication between various warehouse locations.
- Primary contact for receiving and internal deliveries for distribution partners.
- Primary operator for loading outbound trucks.
- Responsible for the maintenance of a safe, clean and organized warehouse at all times; Maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issue work orders for repair and requisitions for replacement.