



## **Job Responsibilities – Warehouse Manager**

- Responsible for overseeing the incoming and outgoing operations by providing the necessary quality support internally and supervising the warehouse associates.
- Maintains receiving, warehousing, and assigning job operations to associates by initiating, coordinating, and enforcing proper cGMP guidelines.
- Overseeing and when needed physically able to organize and Store the finished product, raw materials maintaining FIFO process.
- Moving / unloading raw materials, packaging supplies, equipment spares, etc., and store it in appropriate locations.
- Review the raw material and packaging materials requirements for the production team and replenish as needed.
- Based on the shipment schedule, assign and/or when needed move the finished product from the location to the staging areas and to the Truck Trailers helping warehouse associates.
- Responsible for making sure all shipments are taken care on a daily basis maintaining proper documentation & pallets are loaded in an acceptable manner.
- Proper external communication with transporters for all shipment needs.
- Maintain the physical inventory of all raw materials and finished goods per requirement.
- Able to recruit and train the Warehouse Associates, as needed.

## **Qualifications:**

- 2 to 4 years or experience in the related field.
- Ability to train new employees, as needed.
- Experience in Supervision and maintaining proper work standards.
- Managing processes, surveillance skills, inventory control.
- Should be capable to operate / drive Forklifts.
- Communication skills – proper oral / written communication.
- Knowledge of MS-Office (Word & Excel).
- Proper maintenance of record keeping and storing the documents.
- Equipment maintenance and proper judgmental skills.
- Ability to hire and train employees in the department.