

# Warehouse Assistant Manager

## Description

We are looking to hire an experienced, well organized warehouse assistant manager for a busy family owned wholesale gift distributor in Tempe, AZ. This is a Full-time position Monday-Friday 8am-5pm.

DO NOT APPLY IF YOU DO NOT HAVE WAREHOUSE AND MANAGEMENT EXPERIENCE.

This Position is responsible for day to day operations of warehouse functions and personnel.

### Duties

- Supervise, Direct, and Assist in receiving, stocking, picking, packing shipments for freight and UPS shipping
- Inventory cycle counts, physical inventory
- Organize and maintain warehouse, stockroom and showroom
- Schedule lead times and production runs
- Monitor and evaluate staff production levels
- Monitor quality control and potential production problems
- Manage time efficiently and effectively
- Must be a TEAM player and bring a positive attitude to work

## Skills & Requirements

- Fork Lift Certified
- Ability to lift 75 pounds unassisted for extended periods of time
- Working in the elements when needed (heat)
- MS Office (office, excel, outlook) applications experience a MUST
- Time management skills extremely important
- Must be experienced in all inventory, shipping and warehouse processes
- Be able to work independently and exhibit proven problem solving skills
- Excellent attendance and punctuality required
- Must be flexible and willing to work the demands of the department which are subject to possible evenings and occasional weekends.

## Important Notes

Must be able to work Full Time in Tempe Monday – Friday

Salary: \$33,000 to \$43,000/year

### Salary Comment

Salary depends on skill level and experience. Benefits include Health, Dental & Vision Insurance, 401K, Profit Sharing, Paid Sick days, Holidays & Vacations

We want somebody who brings a positive attitude to our team. If this sounds like you we want to talk to you. Will review resumes and call to schedule interviews.

Submit resume to: [apply@silverstreaks.com](mailto:apply@silverstreaks.com)