

Kubota Engine America

JOB TITLE: Warehouse Assistant Manager
DEPARTMENT: Distribution
REPORTS TO: Manager, Warehouse
FLSA STATUS: Non-Exempt

Job Description Summary

The Assistant Manager is responsible for the daily management of all the warehousing functions including receiving, storing, packing, and shipping of inventory ensuring the receipt, coordination, quality, and safety of goods coming through a warehouse.

Duties and Responsibilities

- Plan, organize, and monitor the receiving, storage, and distribution of all items received ensuring a smooth and consistent operation so inventory is managed in an effective and efficient manner
- Maintain appropriate equipment and racking to ensure the safe transport and storage of all materials
- Research material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability, and cost
- Research and resolve discrepancies in quantity and quality
- Maintain various spreadsheets and other data records by extracting data from SAP system
- Monitor the flow of paperwork for timely data entry
- Resolve discrepancies regarding invoices, packing slips, and receiving paperwork
- Monitor shipments to ensure customer specific requirements are met
- Assist Warehouse Manager in establishing new processes for warehouse improvements
- Work with carriers to ensure we are utilizing best service in terms of dependability and economy
- Prepare and participate in continuous inventory cycle-count and yearly physical inventory
- Evaluate quality assurance controls and standards
- Confirm compliance to internal control and policies for all warehouse processes
- Monitor the work of other material handlers in the warehouse, planners and projects to ensure appropriate process, quality and quantity of work, staff needs and training requirements
- Make recommendations related to training and coaching
- Drive forklift in a safe manner ensuring loads are stable and secure
- General housekeeping which includes sweeping, dusting, and mopping
- Responsible for staffing, conducting performance appraisals, addressing employee complaints and resolving employee problems.
- Establish work procedures and processes that support company and departmental standards, procedures, and strategic directives
- Establishes and communicates a training plan for staff to maintain an up-to date training force
- Prepare and manage department budget
- Create and maintain a high-quality work environment so staff is motivated to perform at their highest level
- Develop and maintain a team effort within the department that is customer focused
- Communicate, organize, and maintain confidential information and material
- Follow safety guidelines and department and corporate policies and procedures
- Maintain an organized and secure work environment

Authority

Oversight of Warehouse staff

Job Knowledge, Skills, and Abilities

- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Strong command of the English language, both written and verbal
- Ability to comprehend a variety of instructions in English, both oral and written
- Strong command of the English and Spanish language, both written and verbal
- Ability to comprehend a variety of instructions in English and Spanish, both oral and written
- Ability to communicate in a professional manner with top managers
- Ability to be tactful and diplomatic in challenging situations

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- Ability to maintain a high level of confidentiality
- Ability to follow warehouse written procedures
- Knowledge of inventory management standards and practices
- Excellent presentation as well as oral and written communication skills
- Able to conduct group meetings, training sessions and other group events
- Strong problem solving and discernment skills for various decisions. Excellent analytical skills
- Personnel management skills in planning, assigning, and directing work
- Ability to analyze large amount of data
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals; capable of understanding weights and measures
- Strong negotiation and closing skills
- Ability to use good judgement and make decisions regarding warehouse activities
- Strong knowledge of packaging methods and ability to determine packaging requirements
- Strong knowledge of computerized inventory system
- Ability to work independently with minimal supervision
- Ability to operate fork lift trucks
- Intermediate knowledge of word processing, presentation, and spreadsheet applications
- Experience with UPS/FEDEX online software is desirable
- SAP experience
- Ability to travel on an as needed basis, possibly overnight, often with last minute notice. Possible international travel

Education and Training

- High school graduate or equivalent
- 5 years prior warehouse experience and computerized inventory tracking

Physical Demands

- Sitting for extended periods of time with some walking, stooping, bending, and reaching
- Frequent pushing and pulling of objects
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Extending hands in any direction
- Ability to drive a car and travel by air
- Ability to climb step ladder up to 15 feet
- Regular lifting and/or moving up to 50 pounds
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

Work Environment

- Work is primarily performed in a warehouse where the worker is subject to temperature changes
- Regular exposure to vibration, fumes, gases, and proximity to moving mechanical parts
- Handling of potentially dangerous chemicals or other substances
- Noise level ranges from moderate to very loud

Tools and Equipment

- Forklift truck, hand pallet jack, label machine, packing machine, computer, and calculator
- Steel toed shoes are required at all times

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor/
Manager: _____

Date: _____