

Job description: Deputy Warehouse Manager

Reports to: Operations Manager

This position oversees the daily work of support personnel within the Capitol Asset Warehouse. Primary responsibilities include leading the review and training of all quality control activities; leading process reviews prior to the implementation of all projects, new and old; providing leadership and direction to the support personnel; overseeing and enforcing personnel policies, as well as all agreed upon procedures and standards; assist with the establishment of accurate productivity standards by project; ensure facility safety and cleanliness standards are maintained; help develop staff by analyzing current skills, identifying required skills, and managing to fill the gap; maintain accurate records of all warehouse equipment maintenance and equipment inventory; and collaborate with support personnel to grasp an understanding of their day to day activities and responsibilities.

Role Description:

Overall day-to-day supervision of Warehouse staff and operations including:

- Receiving equipment: sorting, labeling, counting, weighing and movement of items to be processed (sort, tech, recycling), receiving and completing all paperwork, prioritizing for next step in asset process lifecycle
- Sorting of assets: sort by material type in accordance with all e-Stewards requirements including R2 Data Security policies and other processing standards
- Storing (space management): Maintain an organizational structure, ensuring good practices (tools to storage locations, supplies to supply area, trash, cardboard, etc.),
- Shipping: Prepare paperwork or generate labels, packaging and handling, freight shipment checklist
- Scheduling/routing. Driver checklist, driver pickup form completed and communicated
- Staff supervision: Following procedure, identify hazards and risks, closing checklists, ensuring coordination of effort and efficiency of staff effort, enforcing behavioral and performance change when necessary
- Ongoing job training and compliance training: schedule all required trainings and document accordingly
- Maintenance: maintain vehicle checklist, forklift checklist, monthly facility checklist

Job Requirements:

- Previous team lead, warehouse management and or operations management experience in a high volume and fast paced environment or similar experience preferred
- Exceptional leadership and motivation skills
- Ability to lead and enforce team and employee performance
- Knowledge of warehouse operations
- Knowledge of process review
- Excellent written and verbal communication skills, capable of communicating with all levels of management and staff