

Warehouse Supervisor

3R Technology – Seattle, WA

Seattle based technology recycling company is seeking a full-time warehouse manager. Successful applicant will have extensive experience managing personnel in a warehouse operations setting, as well as driving and leading or managing other drivers. Also must be able to work inter-departmentally as well as with customers in the field.

Have both a clean driving and criminal record. Candidate must be extremely dependable, honest, and organized.

DESCRIPTION

Responsible for overseeing all aspects of warehouse management, including but not limited to supervision of drivers and helpers, coordination with sales team on scheduling of pickups, oversight of sorting and scheduling of outgoing scrap shipments, oversee organization of warehouse, and coordination with general manager on staffing needs.

DAILY / WEEKLY RESPONSIBILITIES

Daily: Oversee driver schedules and communicate with sales team and clients regarding any problems. Work with warehouse staff on sorting of incoming materials to facilitate throughput. Coordinate paperwork flow to accounting staff.

Weekly: Communicate with general manager on any issues that arise, review warehouse staffing, and communicate issues and provide feedback to sales team.

REQUIRED QUALIFICATIONS

- Be in shape for physical labor such as loading, lifting and sorting equipment. Position requires ability to easily lift 50 lbs.
- Must have some driving experience with commercial vans and trucks. Clean driving abstract - CDL not required, however.
- Great communication skills and ability to direct, coach, and evaluate team members
- Be reliable, able to be directed, and work well in a team environment.
- Ability to effectively trouble-shoot issues
- Have ability to multi-task and take initiative
- Be detail oriented and well organized
- Be flexible regarding work hours (some weekend or after-hours work), job duties and priorities

A background working for a moving, hauling, or general recycling / waste management company is a plus, but not required. We are looking for someone who has a strong work ethic, constantly seeks to improve themselves, and who always has a positive attitude when working with others. Experience with hand-trucks and pallet jacks is necessary, as well as fork-lift driving experience.

COMPENSATION / BENEFITS

Salary DOE. After introductory period, medical and vacation benefits, as well as employee purchase program. Please include overall desired compensation.

Hours are Monday through Friday, with some possible after hours or weekend work on a limited basis.

Send resume, abstract, and any cover information via email to jobs@3rtechnology.com. No calls please.