



Position Available

Position Title: Warehouse Manager

Annual Salary: \$30,000 - \$40,000

Position Purpose and Objectives

Molnar Roofing, Inc. is looking to hire a warehouse manager that will coordinate the flow of inventory relating to service work, project contracts, the warehouse and fleet. A CDL license is required and training in the operation of heavy equipment.

- Responsible for inventory management (including supplies, tools and equipment), ordering, incoming delivery processing, storage, loading and dispatching job materials, and job return processing.
- Maintain yard and warehouse.

Specific Duties, Function and Essential Responsibilities:

Warehouse

- Assign or procure proper tools and equipment required to complete specific tasks or projects
- Authorize and arrange for purchase of supplies, tools, equipment and parts
- Track and record all tools and equipment to and from jobs
- Coordinates all tool and equipment repairs and returns from outside vendors
- Order LP Gas, fuel, oil and lubricants for company vehicles and equipment
- Direct recording of expenses and analyze purchase and repair costs to control expenditures
- Deliver materials to job sites from warehouse
- Eliminate congestion within the warehouse
 - ◆ Buffer personnel from outside vendors and deliveries
 - ◆ Ensure company funds and company resources are used only for company business
 - ◆ Properly store and monitor inventory for maximum efficiency
- Coordinate the clean-up, cutting of grass, weeds and/or trees on company property

Security

- Report stolen property to insurance company and law enforcement
- Assist Safety Director, as needed
- Serve as Safety Committee Member
- Attend safety seminars and training
- Coordinate with outside vendors on safety program awards orders
- Coordinate annual inspection of fire extinguishers
- Participate in accident investigations
- Coordinate monthly Driver Safety meetings
- Assist with New Employee and Forklift training

Required Knowledge, Skills and Abilities:

Work skills – Warehouse and fleet manager must exhibit basic communication and roofing skills necessary to manage a warehouse and fleet.

Language skills - ability to read, analyze and interpret:

- Regulatory bodies (i.e. OSHA, DOT)
- Work-related documents
- Written instructions

Oral communication

- Speak in a clear and professional manner
- Communicate all fleet maintenance with Human Resources

Written communication

- Able to read and interpret written information

Mathematical skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

Computer skills

Knowledge and skills relevant to technology and software used by company

Safety and security

- Observe safety and security procedures
- Report and/or correct potentially unsafe conditions
- Use equipment and materials properly and effectively

Quality

- Demonstrate accuracy, thoroughness and attention to detail
- Look for ways to improve and promote quality
- Monitor own work to ensure quality

Productivity

Meet and strive to increase productivity standards

Cost consciousness

- Align work with company's strategic goals
- Develop and implement cost-savings measures
- Display orientation to profitability
- Protect and conserve company resources
- Work within approved budget

Relational interaction – Warehouse and fleet manager must be able to thrive in a dynamic, interactive environment.

Customer Service - responds to requests for service and assistance

Problem solving - ability to understand complex problems and make decisions that will benefit everyone as much as possible

- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form
- Gather and analyze information skillfully
- Identify and resolve problems in a timely manner

Leadership, Management and Teamwork – Warehouse and fleet manager must be able to work well with others and within a company system.

Leadership

- Encourage growth in co-workers
- Exhibit confidence in self and others

- Make self available to crews, staff and customers

Management

- Good at multitasking to complete task in a timely manner

Teamwork

- Ability to build morale and group commitments to goals and objectives
- Balance team and individual responsibilities

Education and Experience:

- High school diploma or equivalent
- Strong organizational skills
- 1-2 years' related experience in heavy equipment usage
- Valid driver's license with a clean driving record
- Fluent in English
- CDL

**Please send your resume to: cgustafson@molnarroofing.com
or call 734-281-0591 to schedule a time to fill out an application**