



## Job Title: Assistant Warehouse Manager

Exempt:	Yes	Reports To:	Warehouse Manager
Salary Range:	Commensurate with experience	Department:	Warehouse

## Summary:

The assistant warehouse manager is a line supervisor reporting to the warehouse manager. The primary purpose of the position is to direct the activities of the warehouse's production. The position also provides required process management on a warehouse level. This position participates in the overall administration of the warehouse.

## Responsibilities:

1. Manages the safety and health factors in all warehouse activity
2. Cost control while maintaining budget
3. Maximizes inbound and outbound freight shipments
4. Minimizes shipping errors
5. Oversee production of warehouse employees
6. Maximizes warehouse order management
7. Maximizes equipment use
8. Manages the schedule of shipping and receiving product
9. Provides leadership and training
10. Organizes personnel
11. Plans for current and future production requirements
12. Implements plans and checks on progress

## Job Requirements:

1. **Required Education:** High School Diploma
2. **Bilingual (Preferred)**
3. **Desired Technology:** MS Office Suite and FDM4
4. **Experience Level:** 1+ years working within a warehouse experience

## Skills/Characteristics Required:

1. Customer/Client Focus
2. Decision Making
3. Leadership
4. Thoroughness



5. Communications (oral and written) skills

### **Physical Demands:**

The position requires primarily interpersonal skills and requires lifting and carrying job related articles. Walking and standing dominates most of the responsibilities.

While performing the duties of this job, the employee is regularly required to read, count and write to accurately complete all documentation. Must be able to operate and use all necessary equipment (RF guns/scanners and FDM4 software).

Must be able to climb ladders and lift items that can weigh up to 50 pounds.

### **Work Environment:**

This is a full-time position that requires flexibility in your availability of hours and times.

### **Social Conditions:**

Overall, responsibilities require extensive communication and cooperation with customers, employees, other departments and vendors.

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Please contact Lindsey Hartman if interested, [lindseyh@tscapparel.com](mailto:lindseyh@tscapparel.com) or call: 1-800-289-5400 X 2360.