



**Pack Edge Inc.** is currently seeking a **Full-Time Warehouse Manager** to add to our team. The Warehouse Manager is responsible for all aspects of the Warehouse, including managing all Warehouse employees, safety training, new employee training, overseeing shipping, receiving and inventory, equipment maintenance, logistics and maintaining communication with the office and sales staff. Wages based on experience. Excellent Pay and Benefits!

**This position will be responsible for:**

- Oversee and manage overall functions of the Pack Edge Inc. Warehouse to include:
  - Daily planning – Creating and tracking assigned tasks
  - Logistics management
  - Personnel management
- Develop and maintain extensive knowledge of Inventory Software and RF system, PUS Quick ship, FedEx and other applications, as needed
- Design, implement and maintain new policies and procedures to ensure accuracy, efficiency and profitability
- Establish proper and safe warehouse design and organization to ensure accuracy, efficiency and profitability
- Maintain safe working environment
- Manage all equipment maintenance, service and inspection
- Develop and maintain relationships with outside Motor and Package carriers
- Perform similar or related work as required, directed or as situation dictates

**Minimum knowledge, education and skills required:**

- High School diploma or equivalent is required; 5+ years in shipping/receiving in a warehouse
- Current Fork Lift Certification
- Strong attention to detail
- Ability to count, add, multiply and clearly record figures in a Warehouse environment
- Basic knowledge of warehouse equipment and maintenance
- Complete understanding of Truck Inspection Reports and Driver's Electronic Log Books
- Understanding of production efficiencies and throughput
- Strong computer skills, keyboarding and mouse
- Strong verbal communication skills
- Strong Management Skills
- Must meet physical demands

We offer full benefits including generous Paid Time Off and an excellent work environment

NO PHONE CALLS OR RECRUITERS PLEASE. **Please provide a resume or fill out an application online @ [www.packedgeinc.com](http://www.packedgeinc.com) and email directly to Meredith Schwerdt @ [mschwerdt@packedgeinc.com](mailto:mschwerdt@packedgeinc.com).**

**Pack Edge Inc. is an equal opportunity employer.**