



**POSITION: Warehouse Manager**

REPORTS TO: Ops Manager

JOB CLASSIFICATION: Full Time, Hourly

**DESCRIPTION**

Munro, Inc. is a rapidly growing manufacturer, based in Grand Junction, CO. As a manufacturer of centrifugal and submersible pumps, pump stations, grooved fittings, specialty valves, and other pump accessories, we partner with distributors nationwide to sell products for irrigation and other uses. Munro builds innovative, professional-grade products using high-quality components to out-perform and out-last anything else in the market.

The Warehouse Manager is responsible for managing the operations of the warehouse, including receiving, inventory management and warehouse design, delivery and shipping.

**JOB DUTIES**

Primary

- Warehousing/Receiving/Shipping
  - Maintains clean and organized warehouses, utilizing ERP system for efficiency and organization
  - Set and maintain warehouse layout and product placement and maintain bin locations for efficiency
  - Maintain and improve warehouse inventory accuracy
  - Ensure that orders are picked accurately and shipped to appropriate destinations via requested shipping methods per order.
  - Oversee all receiving activities, including inspecting and logging incoming shipments for quantity and quality control
  - Develop and maintain bin stock inventory and delivery schedule to ensure production is serviced regularly.
  - Manage warehouse, shipping and receiving team members. Maintain adequate staffing levels.
  - Inventory Maintenance of finished goods.
  - Build and design shipping crates.
  - Process and route RMA's and warranties.
  - Issuing and follow up of Call Tags
- Leading the warehouse team
  - Hire, train, and manage warehouse team, including temporary labor as required, based on annual budget and capacity required.



- o Organize necessary training sessions; Cross-train personnel for maximum flexibility
- o Monitor and review performance and organize necessary interventions for improvement
- o Provide motivation, support and guidance
- o Schedule and conduct regular team and 121 meetings
- o Create schedules for employees to ensure optimum staffing levels
- o Ensure that QMS is followed
- o Enforce health and safety precautions
- Drive strong communication between warehouse, procurement, order entry, TCS and production team members, and management
  - o Communicate and cooperate with fellow managers to ensure that the various departments are working well together and support company synergy.
- Reporting & budgeting
  - o Complete inventory/efficiency reports per Ops Director's needs

#### Additional

- Contributes to and enforces adherence to QMS for team quality and consistency
- Keep abreast of new technology and solutions that may be beneficial to the warehouse and logistics team and the company, via industry publications and professional development opportunities.
- Act as facilities lead for Munro Building B and D
- Other duties as assigned.

#### QUALIFICATIONS

- Able to obtain forklift certification
- Clean driving record

#### PHYSICAL JOB REQUIREMENTS

- Must have a valid drivers license
- Visual acuity corrected to perform job functions
- Ability to hear and respond to facility commands
- Ability to speak English aloud and be understood by others
- Cognitive abilities – must be able to perform problem solving, decision making, supervisory, and organizational cognitive functions. Must be able to interpret data. Must be able to read and write in English. Must be able to communicate well with customers & colleagues to relay and understand complex ideas and instructions.



- Lifting requirement – must be able to lift 25 lbs repeatedly
- Ability to walk around the facility, unassisted

#### ADDITIONAL CONSIDERATIONS

- Clean driving record
- Forklift certified

LOCATION: Grand Junction, Colorado

EDUCATION LEVEL: High School Diploma or GED required.

TRAVEL REQUIRED: < 5% of time expected to be traveling

COMPENSATION: Munro offers a competitive compensation package, commensurate with experience. Please provide salary requirements. \$17.00 - 19.00

BENEFITS: Health, Dental, Vacation & holiday pay, 401k, casual environment, great team

MUNRO COMPANIES IS AN EQUAL OPPORTUNITY EMPLOYER.

This job posting does not constitute a promise or guarantee of employment. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.