



MINISTRY DESCRIPTION

Title: Warehouse Manager
Division: Operations
Working Group: Supply Chain
Reports to: Distribution Director

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Warehouse Manager supports the ministry of Convoy of Hope by overseeing the warehousing functions, making safety a top priority in all situations.

Essential Duties & Responsibilities:

1. Responsible for properly receiving product: unloading trucks, placing product into inventory, etc.
2. Responsible for properly handling outbound product: staging loads, loading trucks, etc.
3. Manage and develop warehouse staff and volunteers.
4. Oversee proper organization of warehouse facility, *i.e.*, trash disposal, warehouse, equipment, and parking lot.
5. Responsible for developing and analyzing warehouse reporting.
6. Assist in selecting appropriate product for outbound loads.
7. Operate forklifts and various pieces of equipment for warehouse operations.
8. Maintain an exceptional level of sanitation/maintenance for warehouse and equipment.
9. Assist with Hands of Hope projects.
10. Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
11. Other duties as requested.

Required, Knowledge, Skills & Abilities:

1. Bachelor's degree or equivalent experience is preferred; high school diploma or equivalent is required.
2. 5+ years warehouse experience.
3. 2+ years supervisory experience.
4. Forklift certification and ability to drive other warehouse equipment.
5. Current Missouri Commercial Driver's License.
6. Knowledge and experience with Warehouse Management Systems preferred.
7. Ability to positively contribute to team projects, cooperate with team members, and assist supervisors in planning and evaluation.
8. Ability to periodically lift in excess of 50 pounds.
9. Strong leadership and motivational skills are needed for effectively supervising team members.
10. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position regularly supervises warehouse staff and volunteers.

Created: 11/17/05

Revised: 07/20/15

Updated: 06/23/2020