

# JACKSON

**Job Title: Warehouse Assistant Manager**  
**Department: Warehouse**

**Status: Regular, Full-time, Exempt**  
**Reports to: Warehouse Manager**

**Position Summary:** Warehouse Assistant Manager is responsible for the daily operations of the warehouse including shipping, receiving, and maintaining accurate records and control of all warehoused items including both company-owned assets and assets owned by clients.

**General Purpose:** Ensure accurate inventory, receipt, and delivery of all warehoused assets and provide direction and supervision for warehouse personnel.

**Essential Functions:**

- Daily walk through of facility to ensure all is in good operating order
- Provide direction and supervision of warehouse personnel
- Shipping, receiving, loading, and unloading trucks using safe lifting practices, pallet jacks, and when necessary, operating forklift
- Maintain accurate inventory through established processes and systems
- Coordinate with shipping vendors (UPS and FedEx) to resolve issues with shipments
- Respond in a professional, courteous, and timely manner to inquiries regarding items in warehouse and shipments
- Acquire shipping quotes for clients and associates for shipments with specific time-sensitive schedules and/or delivery and pickup locations
- Process appropriate paperwork for shipments based on shipping method and client and vendor requirements
- Coordinate with all Company internal teams pulling, staging, and prepping items for events, loading and shipping items, and unloading and returning items back into stock after events
- Help keep the warehouse clean, neat and orderly by making sure that things are placed in the appropriate locations in the warehouse
- Mount and balance tires, as requested
- Other duties, tasks, and projects as assigned

**Knowledge/Skills/Abilities**

**Required:**

- High School Diploma or GED
- 3 Years' Experience in warehousing, shipping and receiving, and/or logistics
- Ability to function in a physically demanding, non-climate-controlled environment
- Ability to lift up to 75 pounds on occasion and up to 30-50 pounds frequently
- Ability to drive Powered-Industrial trucks (forklifts), box truck, and other company vehicles – includes drivers license in good standing and ability to pass a non-CDL DOT medical card physical
- Excellent interpersonal skills, ability to effectively communicate with associates and vendors
- Organizational and critical thinking skills – ability to manage multiple projects simultaneously
- Pro-active and open communication skills
- Ability to adapt, alter focus and adjust to the ever-changing warehouse environment
- Ability to read and comprehend instructions, correspondence, and memos
- Proficient computer skills, including proficiency in MS Outlook, Word, and Excel
- Proactive, resourceful, strong team player
- Commitment to Company Values

**Preferred:**

- Inventory Software experience
- Experience operating large vehicles (i.e., box truck and other non-CDL required vehicles)
- Experience operating Power Industrial Trucks (i.e., forklifts)
- Prior Agency experience

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- Experience managing or supervising direct reports

**Supervisory Responsibilities**

- 1 – 2 Direct Reports

**Physical Demands**

While performing the duties of this position, the Associate is occasionally required to safely navigate a warehouse environment around heavy equipment, operate heavy equipment/vehicles, move about the office, use computers, phone, and other general office equipment. The Associate must occasionally lift up to 75 pounds and lift 30-50 pounds frequently.

**Work Environment**

This position is performed on-site at Jackson in both non-climate and climate-controlled warehouse environments. The associate must also work outside in the elements at times. The noise level in the work environment is usually moderate.

**General sign-off:** The Associate is expected to adhere to all company policies.

**Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.**

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_