
Monthly Boxer

22476 Fisher Rd
Watertown, NY 13601
(315) 681-3090

Warehouse Manager

September 14, 2019

Job Overview

Local e-commerce fulfillment center is seeking a full-time warehouse manager. Key responsibilities will include:

- Hiring, training and managing hourly workers to process inbound shipments and to pick, pack, and ship outbound orders
- Managing own and employees' tasks and schedules to ensure that daily and weekly fulfillment targets are consistently met
- Using SQL to manage and print out daily orders
- Interacting with clients to process special requests and communicate shipment statuses
- Maintaining a systematically organized, orderly and clean warehouse

Job offers a full-time salary with health and life insurance benefits.

Required Education and Work Experience

- Minimum 3 years management/leadership experience, especially experience leading teams of young or entry-level employees;
- Minimum 1 year experience in customer service or client-facing role;
- Excellent time management, organization, problem solving, and critical thinking skills;
- Solid written and oral communication skills, including ability to communicate with clients and company management, and document best-practice processes for hourly and assistant management workers.

Preferred Education and Work Experience

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- 1 or more years warehouse, fulfillment or logistics experience
 - Proficiency in Sequel
 - Some college, business or communications training preferred

Next Steps

Please submit resume and brief cover letter to alex@monthlyboxer.com

We are also available at 315-681-3090 or 22476 Fisher Rd, Watertown, NY 13601