



Position: Warehouse Manager

Join a team with a 30+ year commitment to offering first-quality materials, competitive prices and unmatched service.

Nonn's Flooring, Inc. is currently seeking a skilled candidate to succeed in the role of Warehouse Manager at their Butler, WI location. This is a full-time, hourly position that reports to the Warehouse Manager with the primary responsibility to manage warehouse staff, warehouse operations, maintain inventory accuracy, maximize warehouse productivity and efficiencies.

Essential Duties/Responsibilities of the Warehouse Associate:

- Communicates with department heads to ensure coordination of warehouse activities with the activities of other departments such as sales, installation, accounting and purchasing.
- Directly supervise and schedule assigned warehouse personnel.
- Prepares assigned paperwork completely and in a timely manner.
- Coordinate vehicle and forklift maintenance and maintain a maintenance log on all vehicles and forklifts.
- Maintain clean and organized warehouses and facilities both inside and out.
- Monitor receiving functions for accuracy and "same day" check in policy.
- Monitor shipping functions for accuracy and "24 hour" shipping policy.
- Monitor overtime to ensure it is used with management approval only.
- Attends bi-weekly Tuesday staff meetings and communicates necessary information to all warehouse personnel.
- Coordinate forklift training.
- Coordinate all daily warehouse activities.
- Approves vacation days for assigned personnel. Monitor sick days, tardiness and absenteeism. Communicates all pertinent information to the Human Resource department as required.
- Insure that product returns are dealt with in a timely manner.
- Conduct annual performance and salary reviews for assigned personnel. Make salary recommendations.
- Interview and assess warehouse personnel to hire.
- Coordinate and train warehouse personnel in company software system.
- Hold warehouse meetings as needed.
- Review and approve all purchases for warehouse supplies.
- Coordinate and monitor the scheduling of the company semi maximum efficiency.
- Maintain inventory accuracy by monitoring cycle counts, location changes and inventory adjustments.
- Train warehouse staff in the proper handling of merchandise to minimize breakage and damage, i.e. tile, cabinets, etc.
- Apply disciplinary procedures as directed by company policy.
- Insure that all warehouse operations are conducted with safety in mind.
- Adhere to all company policies and procedures as written in the employee handbook.
- Adhere to all safety policies and procedures and ensure co-workers are held accountable to safety standards.
- Other duties as assigned.



Qualifications:

- 2-5 years' experience leading co-workers preferred
- Experience leading change preferred
- Ability to lift between 75 and 100 pounds of material unassisted and on a regular basis.
- Ability to read and comprehend simple instructions, short correspondences and memos.
- Ability to write simple correspondences.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals. Ability to identify variances from the norm. Ability to calculate multiples of units of measure and convert units of measure.
- Ability to drive material handling equipment (forklift). Will train if necessary.
- Ability to be personable in customer interaction scenarios.
- Excellent problem solving skills.
- Ability to verbally communicate effectively with all levels of staff as well as customers.
- Excellent attention to detail and accuracy as well as the ability to see a project or situation through from start to finish.
- Basic computer skills required.
- Possess a valid driver's license with an acceptable driving record that meets the minimum requirements of the company's insurance provider.

Nonn's Flooring was founded over 30 years ago, and over that time, we've become the largest independent retailer of flooring in Wisconsin. Since then, we've added counter tops, cabinets and appliances to our selection of products, making us the first stop for Wisconsinites looking to create the home interior of their dreams. Nonn's Flooring, Inc. is an Equal Opportunity/Affirmative Action Employer.