Alaska Packaging  
Facilities Manager- Tacoma, WA

We are looking for an effective Warehouse Manager to direct receiving, warehousing and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch of a wide variety of products. Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running efficiently.

**Responsibilities**

* Strategically manage warehouse in compliance with company’s policies and vision
* Oversee receiving, warehousing, distribution and maintenance operations
* Setup layout and ensure efficient space utilization
* Initiate, coordinate and enforce optimal operational policies and procedures
* Adhere to all warehousing, handling and shipping legislation requirements
* Maintain standards of health and safety, hygiene and security
* Manage stock control and reconcile with data storage system
* Prepare annual budget
* Liaise with clients, suppliers and transport companies
* Plan work routes, assign tasks appropriately and appraise results
* Recruit, select, orient, coach and motivate employees
* Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)
* Receive feedback and monitor the quality of services provided

**Skills**

* Proven work experience as a warehouse manager
* Expertise in warehouse management procedures and best practices
* Proven ability to implement process improvement initiatives
* Strong knowledge of warehousing Key Performance Indicators (KPIs)
* Hands on experience with warehouse management software and databases
* Leadership skills and ability manage staff
* Strong decision making and problem solving skills
* Excellent communication skills

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