



People...Products...Knowledge...

Job Title: Warehouse Manager II

Location: 10301 S 152nd St. STE 1
Omaha, NE 68138

Office: 402-895-1281

Job Summary

Growing company looking for a positive, dependable, detail oriented warehouse manager for our location in Omaha, NE serving the golf and lawn care industry. Looking for individual with good customer service skills, ability to manage inventories, manage delivery driver schedule, and unload/load inventory.

Essential Job Functions

- **Manage office duties**
 - Work with customers on the phone or in person.
 - Create invoices or delivery tickets for customers.
 - Maintain a delivery schedule for the driver's.
 - Manage inventories of the warehouse for accuracy and quantities.
 - Work closely with sales team to manage day to day activities.
 - Use Word, Excel, and Power Point
- **Manage warehouse**
 - Maintain a clean organized warehouse
 - Unload incoming trucks
 - Load trucks for delivery and customers coming in
 - Manage slow or long inventories
 - Lift 50-80 lbs regularly
- **Indoor Sales**
 - Manage walk in customer needs
 - Opportunity to move into sales force
 - Help grow working relationship with customers

Knowledge Skills and Abilities

- Minimum High School and 2 years of higher education
- Communication skills with staff and customers
- Problem solving and decision making
- CDL knowledge and or a class B endorsement
- Forklift experience loading/unloading trucks

Compensation

- Will be determined by experience, job knowledge, and qualifications
- Insurance, 401K, Direct Deposit and more

Requirements

- Must be able to pass criminal background check
- Must be able to pass drug screen

Resumes

- All resumes can be sent to Glen Thieman (thiemang@helenachemical.com)
- Deadline for Resumes August 28th 2017