

TENSILITY

Job Description: Warehouse & Shipping Manager

Date: November 21, 2023

Summary: The warehouse and shipping department deals with the physical “what” of Tensility’s business—the product. This position protects the physical embodiment of the work of the entire team, and is the last touch point of our brand. Accuracy in work is important, as every action can have a positive or negative effect on co-workers, productivity, and profit. This position champions perfection in our product, the products’ disposition, and the efficiency of getting it to our customer.

Responsibilities:

1. Warehouse
 - a. Shipping. Prepares all outgoing shipments
 - b. Receiving. Receives all incoming shipments
 - c. Labeling & barcode compliance
 - d. Forklift operator
 - e. Inventory: manages and maintains inventory, runs inventory counts and audits
 - f. Manages flow, safety, and organization of warehouse and all users of warehouse
2. Quality assurance
 - a. Works with quality supervisor to test all incoming parts
 - b. May be responsible for managing quality failure projects
 - c. Manages procedures for ISO compliance related to inventory, logistics, and shipping
3. Forecasting and supply chain
 - a. Runs forecasting reports and makes determinations about ordering volume
 - b. Works to improve supply chain issues with entire team
 - c. Uses data analysis to understand present improvements to system
4. Logistics
 - a. Manages and negotiates rates with all couriers and freight forwarders
 - b. Coordinates with purchasing team to develop logistical plan
 - c. Works to improve customer experience
5. Fleet
 - a. Maintains all vehicles in good working order
 - b. Arranges needs of employees with vehicles
 - c. Rearranges fleet depending on workflow
6. Facilities
 - a. Keeps all buildings and equipment in good repair and working order
 - b. Manages vendors needed for the above
 - c. Safety: implements and maintains compliance with all safety requirements

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KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelors degree preferred.
- Able to use computers, including Microsoft products such as Excel, databases, and online platforms.
- Able to operate and efficiently use a forklift.
- Accuracy and fastidiousness.
- Capable of lifting heavy objects.
- Maintains a professional appearance.
- Able to communicate effectively and professionally in verbal and written scenarios.
- Able to work in a team atmosphere as well as do independent work.
- Flexibility; ability to work in a changing or uncertain environment.
- Desire to learn and push personal limitations.

WORKING CONDITIONS

Working conditions are normal for a warehouse and office environment.