



IMMEDIATE VACANCY

AMVETS Warehouse Manager – Bohemia, NY

AMVETS National Service Foundation is a 501(c)(3) Non-Profit Organization that supports American Veterans through a variety of programs.

AMVETS National Service Foundation is currently seeking a qualified and motivated team member to manage our Bohemia, NY Warehouse location. The Warehouse Manager is a hands on position, participating on all levels of warehouse production and operation.

Summary of job duties include but not limited to:

- Ensure attainment of warehouse daily/weekly/monthly production goals
- Maintain a meticulous standard for cleanliness, organization, and safety throughout the warehouse
- Provide analytical reports on a weekly, monthly, quarterly, and annual basis
- Responsibilities include but not limited to scheduling labor, scheduling trucks, managing manpower to production metrics, managing a computerized inventory control system, working with a dynamic leadership team.
- Responsible for maintaining a professional staff, including hiring, promoting, counseling, and terminating staff members.
- Identifying areas of improvement, troubleshooting, and developing correction strategies for warehouse productivity
- Actively manage the proper upkeep and maintenance of Warehouse equipment
- Be a visible leader and provide support to all Warehouse employees
- Perform other duties as assigned by leadership

Desired Skills and Experience:

- Bachelor's degree preferred or 5+ years of warehouse management experience
- Computer skills (Microsoft Outlook, Word and Excel, Point of Sale and ERP programs)
- Basic math skills (addition, subtraction, averaging, percentages)
- Ability to motivate and manage a team
- Ability to effectively plan, communicate the plan, and hold self and team members accountable to the plan
- Good written and verbal communication skills
- Ability to work calmly under pressure
- Ability to problem solve and make decisions effectively
- Good people skills
- Critical thinking and organizational skills
- Professional demeanor
- Dependability and punctuality
- Detail-oriented
- Ability to work quickly and take on additional responsibilities as needed
- Ability to work extended hours as needed
- Physical and environmental demands include availability to travel, work unconventional hours as required, and the ability to lift up to 50lbs.

This position will require applicants to submit to a full background check as well as possess a current driver's license and access to a personal automobile.

Please submit cover letter, resume, and references via email grawnsley@amvets.org or in person at our Thrift Store located at 1179 Sunrise Hwy, Copiague, NY 11726