

Warehouse Manager – 2011.137

Resumes should be sent to: careers@osteomed.com

Job Summary:

The Warehouse Manager is responsible for management of OsteoMed product inventory at corporate headquarters to include the finished goods warehouse, component good warehouse, Marketing warehouse, Eval sets, and Receiving>Returns. Responsible for the fulfillment of Customer Orders, Transfer Orders, Eval set requests, Marketing set requests, processing job requests from Component Goods, and processing incoming shipments.

Duties & Essential Job Functions:

Manage OsteoMed's product inventory. Maintain security and accountability for that inventory.
Supervise and coordinate the fulfillment of all Customer Orders, Transfer Orders, Eval Set requests, and Marketing demo requests to include order picking, shipping in SyteLine, packaging for shipment and carrier shipment processing (FedEx/UPS/DHL/Other) for both domestic and international shipments.
Establish cost effective shipping solutions.
Supervise regular cycle count of all inventories and investigate and correct any discrepancies.
Supervise the receiving and processing of all incoming shipments.
Supervise all other activities of assigned personnel.
Train all employees on job responsibilities and tasks.
Evaluate employee performance and recommend salary adjustments, promotions and disciplinary action.
Manage continuous improvement to include the review of work processes, recommendation and implementation of measures to improve production methods, equipment performance, and quality of product or service, and suggestion and implementation of changes in working conditions to increase efficiency.
Maintain 99%+ service level for fulfillment of orders.
Develop contingency plans to cover unexpected events.
Other duties as assigned.

Experience/Skills Required:

Excellent leadership and administration skills and abilities.
Strong motivational skills and team building capabilities.
Ability to effectively manage time, resolve problems, and make decisions.
Ability to effectively interact and coordinate with personnel from all levels of OsteoMed, including members of Operations, Sales (including Territory Managers), Marketing, Accounting, Customer Service, Quality and IT departments
Ability to handle multiple tasks, and identify and manage continually changing priorities.
Effective written and oral communication skills.
Must have strong computer skills. SyteLine knowledge a plus.

Required Education / Licensing/ Certification:

Bachelor's or an associate degree in management, administration, inventory management, supply chain or any related field of study from an accredited institution or equivalent work experience.

Physical Requirements/ Work Environment:

Use office equipment and machinery.

Company will provide uniform shirts. Employee is allowed to wear blue jeans.

Will be required to sit at a desk and also stand on a concrete floor for extended periods of time.

Must be able to lift 50 lbs.

Requires flexible hours including over time work.