



Guthrie
GLASS & METAL
THE BAUMGARDNER GROUP

Warehouse Manager

Qualifications-

- 6 Sigma or lean manufacturing certification
- 5+ years of related experience
- Exhibit a sense of urgency and focus on results
- High School Diploma
- Willing to work any shift and any schedule
- Warehouse Lead or Management experience
- Ability to pass a drug test and background check
- CDL/ Valid driver's license with clean driving record
- Capable of lifting to 50+lbs
- Good work ethic, Self-starter but also a team player, strong attention to detail
- Complete Excel Basics course (Proficient with the Microsoft Office suite with intermediate Excel skills)
- Forklift certified & Forklift Trainer Certified
- OSHA 30



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Responsibilities-

- **Warehouse & Facilities organization**
 - Maintain building facilities and handle minor office upgrades
 - Quality Control of shop organization, tools, and equipment
 - Maintenance of dumpsters and building exterior
 - Maintenance and coordinate fill of propane, gas and diesel tanks
- **Maintain tools and equipment.**
 - Update tool list & calibration requirements.
 - Ensure materials are returned to their proper places when they are returned. If property is broken in field, property needs to be returned and inspected in effort to salvage.
 - Train personnel on proper care of shop tools and equipment
- **Maintain Shop Consumables**
 - Receive consumable order requests from shop managers and fulfill orders
 - Establish with each Shop Foreman the minimums of stock items
- **Coordinate deliveries from suppliers**
 - Inspect then accept or deny deliveries as they come into shop. If a delivery is not in quality condition when it comes into the shop, make the project manager aware and ensure that on the acceptance ticket note is made of the issue.
- **Safety**
 - Ensure safety standards are being met and enforced company wide
 - Support shop managers and field superintendents' safety programs