



Job Title: Warehouse Manager

Status: Full Time

Working Days: Monday-Friday 9-5, Saturday and Sunday as needed-up to 45 hours per week

Travel Required: Yes, local (approx. <5%)

Hours Per Day: Approx. 8-9

JOB PURPOSE: This position is divided between the business office and the warehouse, involves little to no travel and requires exceptional communication skills. You will be working in a warehouse environment. You must possess characteristics such as: Detail oriented, organized, clean, precise, teachable, outgoing, team spirit, diligent, task oriented, service oriented and a positive attitude.

TOP THREE ROLES:

1. Prep gear
2. Maintain gear
3. Manage shop and shop labor

JOB DUTIES:

- Create and maintain a system that keeps the warehouse clean, safe, and organized (keeping equipment in "show ready" status).
- Prep equipment for events as well as oversee other staff and contractors for equipment preparation and check in/out.
- Check equipment in and out.
- Load and unload trucks.
- Repair equipment as needed,
- Keeping gear organized by bar coding, stenciling cases and labeling gear.
- Assist management as needed for projects.
- Assist in shipping and receiving as needed.
- Manage picking up and returning rented trucks (ex: Penske)
- Oversee Maintenance of TE trucks/trailers.
- Coordinate with labor and logistics office for scheduling of drivers and trucks to be - picked up and returned to truck rental vendors, oversee cross rental pick up and return labor.
- Assist in customer pick up and return of equipment.
- Manage keeping dock and warehouse, inside and out clean and presentable.

SKILLS/QUALIFICATIONS:

People Skills, Management/Leadership, Planning, Innovation, Supervision, Developing Budgets, Reporting Skills, Analyzing Information, Judgment, Teamwork, Verbal Communication Skills, Adaptability, Professionalism, Computer Skills (See Below).

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; Email; PC and Apple Operating Systems; Spreadsheet software and Word Processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

REQUIREMENTS:

The top three team wide requirements for this job are:

1. **Communication** – Be efficient, informative, and inspirational in communication, helping to foster the best positive environment and experience for team members and clients.
2. **Organization** – Organization of meetings, calendar, emails, documents, systems, files, projects, and random last minute requests.
3. **Anticipate and Expedite** – Take initiative to efficiently handle all tasks that arise with little direction.

TE is a live event production company in Marietta that specializes in providing the highest level of customer service to our growing customer base. We provide technical solutions such as audio, video, lighting, staging, set design and production management for live events. We have a large church as well as corporate clientele.

Company Values:

- Do the right thing
- Always give 100%
- Show people you care
- Be better every day

Item	Compensation
Warehouse Manager Salary Benefits (Health)	Salary Dependent on Experience \$275 Stipend for the employee

ADDITIONAL INFORMATION

Personal time off (Vacation):

6 days of PTO/Vacation for first year (accrued). Must be approved by supervisor. Two sick days per year. Typical bank holidays are paid days off too. If any on call days are used by T.E. due to an on call situation they will be credited back to the employee (one day for one day).

90-Day Trial Period:

A 90-day evaluation period will be in effect from the date of hire for both company and employee evaluation. During this time, the company will provide all necessary support and training to help the employee reach mutually agreed upon performance metrics. Continuation of employment may or may not be determined based on achieved metrics. This will also serve as the waiting period for health insurance benefits.

Performance Metrics:

Monthly, quarterly, and annual reporting.

For Human Resources Only

Date Completed / updated: 02.18.21