



WAREHOUSE MANAGER

JOB OVERVIEW

AREA15 is looking for an experienced, Full-Time Warehouse Manager to oversee the daily warehouse operations. The Warehouse Manager plans, organizes, and monitors the receiving, storage, and distribution of deliveries to and from the AREA15 facility. Ideal candidate will ensure efficient and consistent operation guaranteeing inventory is managed and distributed to proper departments as needed. The Warehouse Manager will be responsible for efficiently carrying out all duties in the warehouse; including, but not limited to picking, packing, shipping and receiving, inventory management, in-house quality control, logistics and the management of warehouse employees across various shifts. The incumbent of this role must be a dedicated and highly organized individual.

RESPONSIBILITIES AND DUTIES

- Oversee the shipping and receiving of AREA15 deliveries, including but not limited to: parcels, signage, food and beverage inventory, equipment, furniture, rental items, and more.
- Responsible for all administrative tasks related to Warehouse operations
- Coordinates tasks, trains, and motivates including evaluating the performance of Warehouse Associates. Ensuring all associates meet and retain the minimum requirements needed to perform functions of the job and will schedule training, provide coaching, complete documentation as necessary.
- Responsible for Supervisory oversight for subordinate employees to ensure accountability and efficiency for facilities
- Ensure the safe transit of materials and use of equipment. Including but not limited to maintaining equipment, scheduling routine maintenance, procuring appropriate equipment and supplies, and performing regular inspections to ensure the safe transport and storage of all materials.
- Monitor the unloading of all materials assuring materials are staged for audit and actively assist in resolving discrepancies by notifying the responsible parties.

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RESPONSIBILITIES AND DUTIES (CON'T)

- Ensure materials are efficiently stored to conserve space and comply with safety procedures.
- Responsible for weekly and monthly inventory counts.
- Maintain legible and accurate records or logs as required
- Coach and lead the Warehouse team to increase productivity and provide high-quality service
- Oversee the team development activities, including recruiting, hiring, training, and coaching.
- Provide leadership through positive example, effective goal setting, delegation, communication, and review of departmental metrics for appropriate action.
- Protects all company assets in the warehouse including non-stock merchandise.
- Provides a safe and clean environment for warehouse personnel.
- Responsible for Warehouse productivity tracking, to meet facility schedules and maximize operational efficiency including warehouse operational hours to accommodate business requirements
- Supervises and delegates tasks to warehouse employees.
- Identifying slow and dead stock items, working with teams to address the issue
- Working with operations teams loading of product to locations
- Safeguard and rotate on hand inventory
- Partner with Operations, Events, Production, Retail and team leaders to ensure facility needs are met.
- Manage employee timecards, request for time off, warehouse schedule, and HR needs as required for management level employees.
- Proactive in promoting positive working relationships with all employees, and effectively communicating company policies, guidelines, and procedures. Maintains positive attitude and promotes high team morale. Creates strong relationships with internal teams and external vendors
- Manages continuous improvement projects productively and to handle other tasks as assigned.

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QUALIFICATIONS AND SKILLS

- Must be a self-starter and have the desire and ability to work independently as well as within a team
- Must be a proactive problem solver with the ability to react quickly without direction
- Will have experience managing budgets, analyzing, basic accounting knowledge for payroll and payables
- Will have experience managing, training, developing, and building teams
- Able to bend regularly, stand for extended periods of time and lift up to 50lbs., unassisted
- Ability to manage and direct team functions without direct supervision
- Ability to work independently, handle multiple projects, and produce results
- Ability to work in a fast-paced changing environment.
- Excellent analytical, problem solving and organizational skills
- Must be able to multitask and has strong computer skills.
- Outcome-oriented: results-focused with strong performance culture
- Team-oriented: supportive, cooperative, and collaborative
- Strong communication skills
- Leadership qualities and demonstrated organizational skills.
- Ability to multi-task.
- Working knowledge MS suite: Excel, Word, PP, Outlook.
- 3-5 years or more of previous warehouse and retail management experience preferred
- Forklift certification preferred
- OSHA 10 preferred
- Must be authorized to work in the U.S.
- Must have open availability and be able to work evenings, weekends, and holidays
- Be available to respond to time sensitive matters
- Ability to acquire and possess a Driver's License
- Other work-related duties as assigned

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ABOUT AREA15:

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including Emporium, Oddwood, Dueling Axes, a culinary experience by Todd English and its anchor experience, Meow Wolf Las Vegas. AREA15's ever-changing art, retail and entertainment attractions will draw locals and tourists of all ages when it opens in summer 2020.

For more information visit www.AREA15.com and follow on Instagram and Twitter: [@AREA15Official](https://twitter.com/AREA15Official); Facebook: [AREA15LasVegas](https://www.facebook.com/AREA15LasVegas) and YouTube: [AREA15](https://www.youtube.com/AREA15).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

To apply for this position, [CLICK HERE](#).