

LOGISTICS MANAGER - WAREHOUSE



JOB OVERVIEW

AREA15 is looking for an experienced, Full-Time Logistics Manager to oversee the AREA15 warehouse operations. The Logistics Manager will monitor the receiving, storage, deliveries, and distribution of shipments on the AREA15 campus, in addition to overseeing the warehouse teams. The ideal candidate will ensure efficient and consistent operation guaranteeing inventory is managed and distributed to proper departments as needed. The Logistics Manager will be responsible for efficiently carrying out all duties in the warehouse; including, but not limited to picking, packing, shipping and receiving, inventory assessment, in-house quality control, logistics and the management of warehouse employees across various shifts. This role must be a dedicated and highly organized individual.

RESPONSIBILITIES AND DUTIES

- Oversee the management of shipping and receiving of all AREA15 deliveries, including but not limited to; parcels, retail, signage, food and beverage inventory, equipment, furniture, rental items, and more.
- Owns all administrative tasks related to all Warehouse operations
- Supervise and lead warehouse teams, including; hiring, training and development, and team member engagement, and performance management ensuring all team members have tools to be successful in their role.
- Collaborate with retail leadership with all inventory management questions, reconciliations, variance resolution, and event planning
- Create SOPs and processes for reference tools and ensure succession planning within the AREA15 and retail warehouse teams
- 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 material

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RESPONSIBILITIES AND DUTIES (CON'T)

- Monitor the unloading of all materials assuring materials are staged for audit and actively assist in resolving discrepancies by notifying the responsible parties.
- 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.
- 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.
- Identifying slow and dead stock items, collaborate with teams to address concerns.
- Working with operations teams loading of product to locations.
- Safeguard and rotate on hand inventory.
- Partner with operations, events, production, retail 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.
- Create ART! experience for all internal and external customers.
- Proactive in promoting positive working relationships with all employees and external guests, and effectively communicating company policies, guidelines, and procedures
- Manages continuous improvement projects productively and to handle other tasks as assigned.
- Proactively identifies additional storage needs, including offsite, based on needs of business.
- Other work-related duties as assigned.

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QUALIFICATIONS AND SKILLS

- 3-5 years or more of previous warehouse and retail management experience preferred
- 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
- Strong organizational, interpersonal, communication, and analytical skills required
- Capability to learn and develop a deep understanding of current and future IMS
- Ability to work independently, handle multiple projects, and produce results within a reasonable time
- Previous experience in a startup organization is preferred & ability to work in a fast-paced changing environment
- Excellent analytical, problem solving and organizational skills
- Outcome-oriented: results-focused with strong performance culture
- Team-oriented: supportive, cooperative, and collaborative
- Working knowledge MS suite: Excel, Word, PowerPoint, Outlook.
- Forklift certification preferred
- OSHA 10 preferred
- Six Sigma/LEAN certification preferred
- Must be authorized to work in the U.S.
- Must have open availability and be able to work evenings, weekends, and holiday
- Be available to respond to time sensitive matters
- Ability to operate in extreme weather conditions as experienced in Las Vegas
- Ability to acquire and possess a valid Driver's License with a safe driving record

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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](#).