

## WAREHOUSE LOGISTICS MANAGER

### Introduction

Computer Solutions is currently adding a seasoned Warehouse Logistics Manager to our team of highly trained professionals. The Warehouse Logistics Manager will be responsible for managing and leading all facets of the warehouse operations. Leading by example, he/she will drive a culture of employee engagement and operational excellence within a high-volume, technology focused warehousing operation. The position requires a proven record of high performance, accountability, and reliability in a leadership role.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP Inc, HP Enterprise, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of \$1 million in 1984 to \$74 million in 2019. Our valued workforce of over 80 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

### Position Summary

The Warehouse Logistics Manager reports directly to the Director of Sales Operations and is responsible for overseeing the day to day operations of the warehouse, maintaining high levels of accuracy in the daily operations. The Warehouse Logistics Manager leads and develops the warehouse team to meet the safety, quality and daily inventory requirements of the warehouse operation and ensure that customer expectations are being met.

### Responsibilities

- Oversee and manage tenured purchasing and warehouse personnel.
- Ensure the advancement of the overall warehouse operation to include implementation of best practices related to logistics, safety, training, and other areas identified for improvement.
- Ability to manage logistics oversight requiring outside-the-box thinking, producing viable solutions to logistical challenges, in a fast-paced, multi-project environment.
- Successful utilization of the Configuration Room area and concept to further enhance the deployment and invoicing process in addition to the creation of efficient spacing practices.
- Implementation, utilization, and enforcement of all policies and procedures ensuring that the warehouse operations are seamless and compliant.
- Maintain and oversee the handling and safe use of equipment used in warehousing operations while upholding OSHA requirements and safety track record.
- Establish extensive knowledge of Computer Solutions' partners/vendors rules, leasing options, return policies and other factors deemed vital to the success of the warehousing function.
- Assist in identifying and implementing new technologies or workflows to gain efficiencies or increase effectiveness of the department.
- Monitor inventory levels to ensure that insurance limits are not exceeded, and enough space is available to properly store goods.
- Produce detailed, periodic reports of the warehouse's operations.
- Ensure the Company's intangible products are properly accounted for and only received and invoiced when appropriate.

- Oversee inventory counts on a monthly basis and during annual audits.
- Ensure that processes in place accurately document and track the flow of inventory.
- Ensure the company vehicle is properly maintained for safety measures.
- Perform other tasks as dictated by daily business needs and as directed.

#### Preferred Skills

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- 5 years' experience in a leadership or supervisory position with related responsibilities.
- Excellent analytical, troubleshooting, decision making, organizational, time management, and communication skills.
- A successful track record of working with managers and executives at high levels in the organization, as well as staff.
- Must have attention to detail, a commitment to quality and be results driven and customer focused.
- Proficiency in all Microsoft Office related products; Southware and ConnectWise experience highly preferred.
- High school diploma or GED; BA/BS degree in Business or related area highly preferred.