



## Warehouse Manager - Midwest

**Job Title:** Warehouse Manager  
**Status:** Full Time  
**Reports To:** Vice President of Global Operations  
**Department:** 420  
**Direct Reports:** Yes  
**Location of Job:** Mequon, WI  
**Prepared Date/Rev:** 8/2021  
**Non-Exempt:** Exempt

Founded in 1872 and based in Wisconsin, [Design House](#)® provides a variety of home products to create living spaces you'll love at prices you'll appreciate. We offer products for every room at an affordable price because we believe that upgrading your home shouldn't break the bank.

### **Job Purpose:**

Managing the day-to-day warehouse receiving, handling, storing, picking, packing, shipping, returns and other activities as required. Achieve inventory accuracy, coordinate team members, and track shipping times, ultimately overseeing the accurate fulfillment and best-in-class shipping cycle time of products in multiple distribution channels.

### **Essential Duties and Responsibilities:**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

- Responsible to lead the overall management, administration, evaluation and improvement of warehouse operations, driven by a customer-centric mentality.
- Demonstrated process improvement success in Safety, Quality, Delivery, & Productivity.
- Demonstrated skills with strong attention to detail, focus, follow up and follow through.
- Implement & support a continuous improvement culture of visual management and Managing for Daily Improvement (MDI).
- Ability to manage multiple projects simultaneously.
- Demonstrated success in team assessment, reorganization, building and upgrading team.
- Maintain high levels of performance in daily operations including productivity, inventory accuracy, and customer satisfaction.
- Determine space requirements for storage and oversee scheduling delivery and distribution of products and parts to achieve distribution objectives.
- Ensure orders are picked, packed, and shipped on-time and in accordance with customer requirements.
- Recommends changes in procedures and workflows to improve operating efficiency.
- Develops inventory control procedures and best practices. Recommend changes to minimize inventory loss/shrink.
- Hire, train and schedule all warehouse employees. Cross train and develop employee skills for work coverage and future growth opportunities.
- Monitor metrics and report on variances to budget.
- Proven results in driving high levels of inventory accuracy (value & location).

Please send cover letter and resume to:

**Gabriela Oberlander**

[goberlander@todaysdesignhouse.com](mailto:goberlander@todaysdesignhouse.com)

5205 W. Donges Bay Rd.

Mequon, WI 53092



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### Qualifications:

- Bachelor's Degree in Production, Logistics, Operations, Supply Chain, Management (or related field of study) or equivalent combination of education and experience.
- Progressive experience in Operations including warehouse management/distribution/logistics.
- Progressive years of leadership experience with both direct and indirect reports.
- Excellent problem-solving and leadership skills.
- Economics of transportation (carrier costs, pricing, negotiations, mode & carrier selection).
- Technologically strong with WMS, TMS, ERP, scan guns and Microsoft office environment.
- Proactive, task-oriented leader willing to understand the details and hold team accountable to productivity requirements, become immersed in process and dig in beyond initial ERP training to know and learn how ERP system works.

### Physical Demands:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### Work Environment:

While performing the duties of this job, the employee is exposed to the office and warehouse conditions prevalent at the time in terms of temperature/weather. The noise level in the work environment is usually minimal.

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