



<https://www.floor360.com/careers/assistant-warehouse-manager/>

Assistant Warehouse Manager

Description

The Assistant Warehouse Manager will oversee the efficient and accurate handling of materials in the warehouse for a leading flooring company. This role is critical in ensuring that all materials received from suppliers are properly counted and checked in, and that materials destined for jobsites are accurately staged and delivered. The Assistant Warehouse Manager will support the Warehouse Manager in maintaining inventory accuracy, optimizing warehouse operations, and ensuring timely delivery of materials to support project timelines.

Work Environment:

- This role is primarily based in a warehouse setting with occasional visits to jobsites as needed.
- Requires standing, walking, and lifting for extended periods.
- May involve working in varying temperatures and conditions typical of a warehouse environment.

Responsibilities

- **Material Receiving and Check-In:**
 - Inspect, count, and verify all incoming materials from suppliers against purchase orders and delivery documents to ensure accuracy and quality.
 - Document and report any discrepancies, damages, or missing items to the Warehouse Manager and relevant departments.
 - Ensure proper storage of received materials in designated warehouse locations.
- **Material Staging and Jobsite Delivery:**
 - Coordinate the accurate picking, staging, and preparation of materials for jobsite deliveries based on project requirements and schedules.
 - Verify that all materials sent to jobsites match order specifications, quantities, and quality standards.
 - Work closely with the field team to ensure timely and accurate delivery of materials to jobsites.
- **Inventory Management:**
 - Assist in maintaining accurate inventory records through regular cycle counts and audits.
 - Monitor stock levels and communicate replenishment needs to the Warehouse Manager.
 - Ensure proper organization and labeling of materials for easy access and inventory tracking.
- **Warehouse Operations Support:**
 - Assist in overseeing daily warehouse activities, including material handling, storage, and organization.
 - Ensure compliance with safety standards and maintain a clean,

Hiring organization

FLOOR360

Employment Type

Full-time

Industry

Flooring

Job Location

12500 W. Silver Spring Drive,
Milwaukee, WI

Working Hours

M-F 7am-3pm

Date posted

April 21, 2025

safe, and organized warehouse environment.

- Support the Warehouse Manager in training and supervising warehouse staff as needed.

- **Collaboration and Communication:**

- Work closely with project managers, procurement, and delivery teams to align material availability with project timelines.
- Provide regular updates to the Warehouse Manager on inventory status, receiving issues, and delivery progress.
- Address and resolve any material-related issues promptly to minimize delays.

Qualifications

- High school diploma or equivalent; associate's or bachelor's degree in logistics, supply chain, or related field preferred.
- 2+ years of experience in warehouse operations, inventory management, or a related role, preferably in the flooring or construction industry.
- Strong attention to detail with a focus on accuracy in counting, checking, and staging materials.
- Familiarity with RFMS and/or inventory tracking software.
- Ability to lift and move heavy materials (up to 50 lbs) and operate warehouse equipment (e.g., forklifts, pallet jacks) safely.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Forklift and Lull certification or willingness to obtain certification preferred.

Job Benefits

Competitive Benefits – Healthcare with Quartz, Delta Dental reimbursement

Retirement – 401k contributions traditional and Roth with company match up to 6%

Paid Vacation, Paid Sick Time, Paid Bereavement Leave

Ten (10) Paid Calendar Holidays – Your birthday, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day

Personal Development – Reimbursement for seminars, classes, memberships, with company-paid training

Career Advancement – Training, mentoring, regular feedback, merit raises and promotions

Community Service – Giving back to the community through [Design for a Difference](#)

Wellness Program – Catered lunch and learns, fitness challenges

Friendly Culture – Mallards game, Brewers game, volleyball team, chili cook-off and more

Team Discounts – Substantial savings on home improvement projects

Referral Program – Earn cash for referring your connections for positions