

Assistant Warehouse Manager

Second Chance, Inc., a nonprofit social enterprise in south Baltimore, is searching for **three (3)** Assistant Warehouse Managers to join our team. The Assistant Manager works with the Retail Management team to train, supervise and work with staff to complete various projects in and around our 200,000 sf retail warehouse showroom.

The Assistant Manager will report to the either Warehouse Logistics Manager, the Retail Administrative Manager or the Receiving Manager, depending upon assignment.

Responsibilities of the role include:

Assisting in managing the day-to-day activities of the warehouse crew members by leading teams of warehouse crew and/or retail staff in daily essential activities and specific projects to maintain the physical environment of the warehouse showroom.

Participating in training staff in the safe and proper use of equipment and handling of inventory to ensure preservation of our employees' health and product value throughout the custody chain. Safely operating all the necessary equipment in work area.

Understanding the nature of materials received daily to ensure proper handling techniques are used by warehouse crew members.

Providing direct performance feedback, positive morale and behavior to model, and appropriate encouragement to the warehouse crew/retail staff.

Being a positive representative of the organization, contributing to its overall health, employee morale and public image.

The successful candidate has:

- **Two** years of demonstrated experience in warehouse and distribution
- Demonstrated ability to lead teams and motivate staff
- Ability to communicate effectively with customers and team members
- Excellent organizational and time management skills, with a task completion orientation
- Great interpersonal skills and the ability to resolve conflict, and
- Ability to enforce staff adherence to company policies and procedures.

High School Diploma or GED is required.

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: <http://www.secondchanceinc.org/employment-opportunities>.

No phone calls, please. Second Chance is an Equal Opportunity Employer.