



Powered by Special Abilities

Warehouse Operations Manager

Job Description

Looking for a rewarding job that provides personal fulfillment? Gabi's is looking for a Warehouse Operations Manager, at the Loading Dock 1053 in Raleigh, NC. Gabi's PALS provides meaningful employment to adults with special ABILITIES. Gabi's mission is to empower the special abilities community to find their place in the world and enjoy fulfillment in everything they do. Gabi's PALS provides services for Packaging, Assembling, Labeling, and Shipping (PALS). Your role as a Warehouse manager would be to oversee ALL operations and the operations staff.

Tasks vary, but may include:

- Ensuring compliance with all safety and quality standards, policies, and regulations .
- Ensuring that all equipment is operated with safety for you and all employees.
- Responsible for all shipping inbound and outbound. And documenting all discrepancies, to senior management and the client. Maintain a smooth transition of product to our customers.
- The one stop person on all warehouse matters.

Duties/Responsibilities:

- Suggest and initiate plans to motivate workers to achieve work goals.
- Open and honest daily debriefs with senior management
- Ensure all safety procedures and quality control are met and are aligned with company and client standards.
- Develop ongoing priorities and communicate those priorities with fellow managers to make sure business goals are met.
- Suggest and follow through with the help of senior management on equipment needs to help improve safety, quality, and efficiency through the warehouse
- Responsible for all inventory transactions, quoting and invoicing.
- Make sure all carrier pickups and deliveries are scheduled.
- Ship out E-Commerce orders including International Shipping
- Maintain open communications with all vendors.
- Other duties assigned

Education, Qualifications, and Experience:

- A minimum of 1 year of experience with warehouse/order/inventory management systems
 - A minimum of 1 year of experience supervising teams in a warehouse operations
 - Proficient in Office Tools like, Google Sheets, Google Docs... and have some inventory management experience
 - Proficient in Quickbooks and Salesforce
 - Strong background in people skills and hands-on frontline experience in fulfillment
 - Bachelor's degree desired
- Are you the Ideal Candidate?

- A passion for the mission of Gabi's
- A "team player" and a willingness to improve your mindset
- The ability to work independently and the passion to take the initiative in a "start-up" environment.
- Strong analytical skills
- Strong attention to detail
- Problem-solver
- Works well with others

Physical Requirements:

- Prolong periods of walking and standing
- Must Be able to lift 25 pounds at times

Hours:

Monday- Friday 8:30am-4:30pm (This is a salaried position so when the work stops at 4pm, you will need to be able to put in additional time, which may include a weekend)

Gabi's is an EOE. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Job Type: Full-time

Salary: \$50,000.00 per year

Schedule:

- Day shift
- Monday to Friday
- No nights
- Weekends as needed
- Ability to commute/relocate:

Work Location: Dock 1053, 1053 E. Whitaker Mill Rd., Raleigh, NC 27604 (in person)

Gabi's is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Please visit <https://www.PoweredByGabis.org>