



Open Position
Warehouse Manager

Location: Albia, IA 52531
Employee Type: Full Time
Manages Others: Yes
Job Type: Professional
Education: Bachelor's Degree
Experience: At least 5 year(s)
Travel: Infrequent
Relocation Covered: Yes

DESCRIPTION

Relco Locomotives is looking for meticulous and high-energy Warehouse Manager to join our production team in Albia, IA. Relco manufactures specialized locomotives for customers around the world and the Warehouse manager is a critical position to maximize the organization and logistics of the source material and components for the production facility in Albia. The Warehouse Manager must also oversee warehouse personnel with keen attention to best practices.

REMUNERATION

Base Pay: \$55,000 - \$75,000 per year
Position is eligible to receive a performance bonus
All employees receive health, dental, vision, disability and life insurance along with paid leave and 401k eligibility

RESPONSIBILITIES

- Coordinates and supervises the daily activities of warehouse personnel
- Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors
- Applies expertise to solve standard and non-standard problems within own area
- Works/brainstorms with management team and supports the focus on operational excellence
- Oversee the inspection, processing and shelving of all inbound productions
- Schedule and lead all monthly cycle counts. Reconcile actual counts versus system perpetual
- Coordinate with Accounting and External Auditors and lead year end facility counts
- Organize all materials and ensure that system records remain up-to-date
- Buy material and services as needed to ensure smooth operation of production lines
- Partner with project management and production to project resource requirements and maintains adequate inventory levels
- Coordinate with Procurement to ensure a best-in-class contingent of suppliers and vendors
- Analyze requisition to ensure legitimacy, necessity and conformance to regulations
- Identify and implement cost reduction initiatives (in conjunction with Procurement) for facility's services and consumable items
- Solicit bids from acceptable/qualified potential sources of non contracted materials/services and prepare - Request for Quotations (RFQ) documentation, conduct bidders conferences, & resolve questions prior to bid closing date. Evaluate quotations, perform cost & price analysis, collect market based pricing information, and analyze alternative methods



Open Position
Warehouse Manager

- Manage vendor relations including visit and logistics plans

REQUIREMENTS

- Bachelor's Degree preferred
- At least 5 years of related experience
- Functional knowledge of project management methodology. Certification preferred
- Exceptional interpersonal, communication, leadership, and facilitation skills
- Demonstrated proficiency in all Microsoft applications
- Work in harmony with Relco's values