



Warehouse Manager

Job Description

As a Warehouse Manager within Toucan Beach you will oversee the efficient receipt, storage, value-adding servicing and dispatch of a wide variety of products. Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly.

In the role of Warehouse Manager you are directly accountable to the **Supply Chain Manager**, and in his/her absence, the **Assistant Supply Chain Manager**.

The Warehouse Manager is **responsible** for:

- Strategically managing warehouse(s) in compliance with the company's policies and vision
- Planning work schedules, assigning tasks appropriately and assessing results
- Orienting, coaching and motivating the Warehouse Assistants
- Overseeing receiving, warehousing, distribution and maintenance operations
- Adhering to all warehousing, handling and shipping legislation requirements
- Ensuring shipments' and inventory transactions' accuracy
- Organizing and maintaining inventory and storage area
- Organizing and coordinating periodic stock takes and explain differences encountered
- Initiating, coordinating and enforcing optimal operational policies and procedures
- Maintaining applicable standards of health and safety, hygiene and security
- Liaising with (internal) clients, suppliers and transportation/shipping companies
- Producing reports and statistics regularly (IN/OUT status report, dead stock report, significant price changes etc.)
- Assessing and reporting on the quality and effectiveness of warehousing activities and the service provided
- Identifying areas of improvement and establishing innovative work procedures and practices
- Preparing the annual budget for the department
- Confering and coordinating inventory-related activities with other departments
- Any other task assigned by the Supply Chain Manager

Requirements

- Bachelor's degree in supply chain management, logistics or business administration in a related field
- At least 8 years of hands-on experience in the logistics, warehouse and/or inventory field, of which at least 3 years in a leadership role
- Of high integrity
- Highly accurate
- Problem solving attitude and skills
- Highly effective supervisory skills and techniques
- Experience with training, coaching, and mentoring
- MS Office proficiency with exceptional knowledge of Excel/Word



and PowerPoint.

- Ability to analyze warehouse data, such as stock differences etc.
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Good command of the Papiamentu, Dutch and English language in word and writing, Spanish is a plus
- Proven ability to direct and coordinate operations
- Strong organizational and time management skills
- Ability to monitor tasks and sub-projects
- Ability to manage a complex project, work to deadlines and establish procedures for monitoring and reporting
- Passion for hospitality