Nonprofit organization name: Valley Packaging Industries
Nonprofit organization contact information:
First name: Taylor
Last name: Bauman
Title: HR Generalist
Phone: 9202795256
Email: tbauman@vpind.com
Open position information:
Open position title: Warehouse Manager
Open position description
JOB SUMMARY:
Responsible for the accurate and timely material management functions of fulfillment activities for multiple warehouses to include receiving, shipping, warehousing, and inventory functions. Coordinates with other departments to leverage staff and resources across all facilities according to business needs.

ABOUT YOU:
- Experience working as a supervisor and having direct reports; Experience with “progressive” discipline
- Knowledge in SAP or other platforms used for inventory/logistics
- Comfortable being a mentor to all warehouse personnel
- High school diploma or GED; degree in Business or Logistics - preferred
- Previous experience in warehousing, inventory control, or shipping and receiving - required
- Proficient knowledge of warehouse procedures and policies
- Ability to work and communicate with all levels of company staff
- Comfortable delivering frequent direct written and oral feedback
- Basic Computer Skills: use of email, Microsoft Word and Excel; PKMS, LX, SAP, NAV; and RF Scanner knowledge a plus

A DAY IN THE LIFE AS A WAREHOUSE MANAGER AT VPI
- Trains department employees on safe and efficient work techniques. Maintains records of all forklift safety checks
- Responsible for execution of processes in place to insure timely, accurate data entry of information regarding shipments, receipts and transfers by working with department personnel so that the information available to users on various software platforms is accurate
- Responsible for identifying and reviewing processes that may need to change
- Coordinates daily and preventative maintenance of equipment and facilities
- Works with Logistics Manager by reviewing warehouse layout as business changes, to insure proper usage of space, and to assist in the hiring process of new personnel
- Reviews and coordinates daily personnel coverage based on company needs for two shifts; Gathers input from fellow department heads
- Identifies, develops, and reviews aptitude of personnel who may aspire to move up within the organization
- Works with the Shipping Supervisor to develop effective quality control processes based on the understanding of customer needs and requirements

Work performed is generally within the medium range as defined by the United States Department of Labor.
Base pay $60,000/year.

ABOUT VPI:
Valley Packaging Industries (VPI) is a community rehabilitation center that provides a variety of human services and vocational skills training to Fox Valley residents and manufacturing-related business services to private industry. Valley Packaging is the result of a partnership created more than 60 years ago with parents of people with disabilities, local manufacturers, and human service providers. By consistently meeting clients’ and customers’ needs, Valley Packaging has grown into the successful service organization it is today with: over 800,000 sq. ft. of customizable production space, large isolated packaging areas, capacity available for growth, high-speed equipment, and a uniquely blended workforce that integrates hundreds of individuals with disabilities with technically trained production workers.

How to apply
Please email resumes to hr@vpind.com

Application deadline:
Upload Word document of job opening (optional):