



Company Overview: At Habitat for Humanity of South Central New Jersey, Inc. (*HabitatSCNJ*), we are builders who work alongside, not for others. We are driven by accountability and defined by our belief that everyone deserves a decent place to live. HabitatSCNJ aims to support our mission of putting faith into action through partnering with families in need and volunteers to transform lives through decent and affordable housing. *For more information about HabitatSCNJ visit <https://www.HabitatSCNJ.org/>.*

Warehouse / Replenishment Center - Manager

Job Classification: Exempt

Hours: M-F (8am to 5pm) 40 hours per week.

Compensation: \$50,000.00 - \$56,000.00 per year

Location: Egg Harbor Township, NJ. Travel is required between other ReStore locations.

As a Replenishment Center Manager/Warehouse Manager you will closely work with the Procurement and Logistics Manager, and will be responsible for overseeing, coordinating managing, and supervising all warehouse activities on a daily basis providing support to the Procurement and Logistics Department. This position reports to the Director of ReStore.

Primary Duties and Responsibility include but not limited to: -

- Oversee and manage all warehouse operations in order to meet company and department goals.
- Oversee scheduled picking, loading, pricing, and shipping of orders and transfer of products in a timely manner.
- Responsible for sorting and separating merchandise for distribution to all three ReStores locations.
- Perform daily inspection of the warehouse grounds.
- Maintain suitable inventory levels.
- Check orders, bills, items received, inventory, and deliveries for accuracy.
- Audit and report inventory while making recommendations on which items to order and restock.
- Manage and train warehouse associates, monitoring work and ensuring the safe use of warehouse equipment.
- Establish warehouse practices and protocols to achieve an efficient warehouse.
- Keep up-to-date on the latest federal and state safety regulations.
- Communicate with Habitat ReStore department to ensure products are shipped in a timely manner.



- Direct the back-room flow (e.g., monitoring the flow from drop-off testing, clean-up to pricing).
- Act as a conduit between back room and sales floors through the ReStore Managers and Logistics Manager.
- Ensure cleanliness and safety of the processing room.
- Serve as a back-up driver.
- Manage employee schedule and time clocks.
- Daily Opening Task List and duties
- Daily Closing Task List and duties.
- Other duties as assigned by the ReStore Director

Requirements:

- Associates or Bachelor's degree in any field preferred.
- 3-5 years of experience as a warehouse supervisor or a similar management position preferred.
- Strong working knowledge of warehouse operations and management is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of retail sales and/or retail experience.
- Product knowledge and pricing
- Time management skills and the ability to delegate.
- Excellent leadership and organizational skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and data entry software.
- Problem-solving skills.

Benefits: This position is eligible for medical, dental, vision, vacation and sick time off, and company holidays.

Employment: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the company that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the company or the employee, may terminate that employment at any time.

EEO: *Habitat for Humanity of South Central New Jersey, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*