

# Warehouse Specialist

## PHOENIX UNITED

Philadelphia, USA

**Phoenix United Company** is one of the top leaders in the telecommunications and green energy industry. For more than 5 years, we have delivered solutions with the highest quality and responsibility that allows our customers to meet their goals. Due to our substantial growth, we are looking for a **Warehouse Specialist**.

### Job Description

We are looking for a **Warehouse Specialist** to join our friendly team and to help us with business processes. This position is responsible for completing various management, organization, and planning tasks to maintain the high performance of our warehouse's storage and shipment processes. You will be responsible for organizing the **warehouse** areas, making the best and most efficient use of space, setting up tracking logs, tracking inventory, and managing the day-to-day activities of warehouse staff and drivers.

**Employment Type:** Full time

**Company Industry:** Telecommunications & Green Energy

**Job Location:** 165 Veterans Way, Ste.100 Warminster, PA 18974

**Seniority Level:** Mid-Level

**Reports to:** CEO/President

**Department:** Warehouse

**Tax Form:** W2/1099

### Key Duties and Responsibilities:

- Audit and report inventory while making recommendations on which items to order and restock
- Manage warehouse associates, monitoring work and ensuring the safe use of warehouse equipment
- Establish warehouse practices and protocols to achieve an efficient warehouse
- Set warehouse and team goals in collaboration with executive management and another team leads
- Monitor workplace performance and lead training initiatives to improve employees
- Keep up-to-date on the latest federal and state safety regulations
- Communicate with other departments to ensure products are shipped in a timely manner

**Qualifications:**

- At least 3 years proven experience as a Warehouse Specialist
- High school/Bachelor's degree in a related field such as supply chain management, logistics, business, or administration
- Numeracy and an understanding of finance for stock management
- Analytical ability
- Technical and IT skills, particularly when it comes to database management and spreadsheets
- Knowledge of the legal requirements of operating a warehouse

**Personal Skills:**

- Excellent oral and written communication skills
- People management skills, including the ability to inspire, lead and motivate a team of people, delegate work and explain ideas
- Excellent teamwork skills
- Excellent planning and organizing skills to effectively manage the flow of stock
- Accuracy and attention to detail
- Initiative and decisiveness
- Problem-solving skills and the ability to work on a tactical and strategic level
- The ability to work under pressure and with tight deadlines
- A flexible approach to work, as many warehouses operates shift patterns

**Working Conditions & Benefits:**

- Pay Cycle: Bi-weekly
- Benefits: Health Insurance (Medical, Vision, Dental)
- Federal Paid Holidays
- Annual Leave Paid
- Tax Form: W2
- Working Days: Monday-Friday (9:00AM-5:00PM)
- Heavy lifting, bending, sitting, and walking