



Warehouse Manager

General Insulation Company is a national wholesale distributor of commercial and industrial insulation products, HVAC supplies, 3M Firestop products, and associated construction supplies. It is the largest privately held mechanical insulation distributor in North

America. As a family-owned company, we have built our business by providing the highest quality products and superior service to our customers. We look forward to you joining our family!

Job Requirements:

- Works under the direction of the Operations Manager.
- Responsible for Truck Drivers and any Warehouse Personnel.
- Responsible for oversight of all physical acts of shipping and receiving ensuring accuracy.
- Assists in routing of trucks (delivery schedules) to maximize efficiency of cost and customer service.
- Responsible for accuracy of inventory including maintenance of materials needed for warehouse.
- Responsible for maintenance and upkeep of all delivery vehicles.
- Loads and unloads trucks, customer trucks or vans.
- Responsible for filling out accurate paperwork affiliated with shipment and deliveries.
- Deliver good customer service with customers calling in or walking in; preparing quotes as required.
- Responsible for accuracy of UPS Charges and freight on LTL loads that are dispatched from the warehouse.
- Maintains a clean and efficient warehouse.
- Responsible for additional development training and continuing education.
- Ensures bid follow ups and helps customers resolve issues with orders.
- Maintains safety mindset in all duties performed.
- Performs additional functions (essential or otherwise), which may be assigned.

Candidate Requirements:

- High school Diploma
- 1-2 years of managerial experience in the distribution industry or equivalent. Requires proficiency in the use of office equipment including personal computer to generate memos, reports, and other communications. Must possess good communication skills with peers, direct reports and at all levels of the company. Familiar with warehouse equipment.
- Must possess excellent communication skills with customers, teammates and employees at all levels of the company.
- Must be at least 18 years of age and have a valid driver's license. Occasional travel required.
- Must be able to lift and move items of 70 pounds and/or more on a regular basis and repetitively lift weights of 40 - 50 pounds on raised surfaces.
- Must be able to climb, bend, kneel, crawl, and stoop on a frequent basis and for extended periods.
- **Must be willing to work odd hours including evenings, holidays, and weekends.**

What we offer:

- **Health:** We offer great medical vision and dental benefits as well as voluntary benefits that cover both you and your family!
- **Future:** Plan by enrolling in a 401k plan that helps you save money for a rainy day
- **Time Off:** Paid time off along with flexibility for a healthier work life balance
- **Environment:** We offer an inclusive environment where there is always someone available to help and teach so that you can grow within the industry no matter what direction your career takes you!

General Insulation is committed to equal opportunity. We value and embrace diversity and inclusion of all Team Members.