

Skinny Raven Sports Warehouse Manager Job Description

Updated July 2022



Skinny Raven Sports is Anchorage's premiere running specialty store, established in 1994. We are a uniquely motivated and sincere team of employees focused on a Customer First philosophy. We seek to provide such a fulfilling experience to every customer that they feel inspired to recommend us to all their friends.

Skinny Raven's mission is simple: *to better the community by helping our customers and staff better their lives.*

The **Warehouse Manager** is responsible for managing inventory, supporting buyers and floor associates to be successful through clean receiving and inventory management. Duties include:

- Receiving physical inventory against purchase orders, ensuring cost of goods, discounts and retail prices are accurate.
- Serves as point of contact with freight forwarding services, buyers and brands to ensure smooth delivery of product to our store.
- Working with buyers to remove inventory when appropriate, coordinating vendor returns and mailing product back.
- Regularly performing cycle counts and store-wide inventory counts, including coordinating staff and equipment.
- Managing inventory within the point of sale, including creating items, uploading SKUS/UPCs, correcting negative inventory, identifying and correcting margin errors on sales, and defective non-sellable items.
- Working with Floor Associates to ensure inventory is put out in a reasonable and organized fashion during shifts.
- Utilizes new programs and processes for clean and dynamic inventory management.

Additional responsibilities include developing best practices and processes for Floor Associates regarding inventory, sorting mail, shipping outgoing orders and tidying up backstock and storage as needed. Future opportunity includes collaborating with Webstore Manager to ensure digital and physical inventory are correctly represented.

The ideal **Warehouse Manager**:

- Has an attention to detail and is thorough.
- Can communicate clearly and effectively with stakeholders.
- Can self-manage and identify priorities in the warehouse to balance sales, space and time sensitive tasks.
- Can accomplish tasks with minimal reminders or supervision.
- Comes to work on time and accountable to an agreed work schedule.
- Works enthusiastically and contributes to a positive work environment.

Required:

- Reliable transportation and clear driving record.
- Ability to lift up to 40 lbs.
- Ability to navigate stairs with up to 40 lbs.

Warehouse Manager Benefits: Compensation begins at \$18/hour. This is a full-time position (minimum 32.5 hours/week) in the warehouse, with Floor Associate cross-training and opportunity to supplement hours during slow hours. Holiday pay is available for year-round employees. Additional pay, paid time off, and retirement benefits are available to full-time employees after six months of employment.