

# United States Jobs Expertini®

## Assistant Warehouse Manager

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Company: TW Metals LLC

Location: Carol Stream

Category: other-general

**Company Summary:** TW Metals, LLC is a leading global distributor of Specialty Metals to companies such as Boeing, GE, McMaster-Carr, and Eaton. TW Metals stocks and processes tube, pipe, bar, extrusions, sheet and plate in stainless, aluminum, nickel, titanium, carbon and alloy. As a global organization, we have over 30 stocking locations in North America, Europe, Mexico, and Asia. TW Metals stands for integrity, respect for the individual, commitment, customer satisfaction and continuous improvement. This family-owned company embraces opportunity and growth for our employees.

**Position Summary:** The Assistant Warehouse Manager will play a critical role in driving production efficiency and ensuring the smooth operation of our warehouse floor. Responsibilities will include supervising the floor operations, facilitating safety programs, overseeing administrative tasks, and spearheading continuous improvement initiatives. This position works closely with the Warehouse/Ops Manager to implement strategies that enhance operational excellence.

**Responsibilities:**

- Floor Supervision:** Supervise and coordinate daily warehouse activities to ensure efficient workflow and productivity. Monitor and evaluate performance metrics to identify areas for improvement. Provide guidance and support to warehouse staff to maximize their productivity and efficiency. Address any operational issues or concerns in a timely manner.
- Safety Program Management:** Lead safety programs and initiatives to promote a culture of safety in the workplace. Conduct regular safety inspections and audits to identify hazards and ensure compliance with safety regulations. Coordinate safety training sessions for warehouse employees and ensure that all safety protocols are followed.
- Administrative Tasks:** Oversee administrative tasks related to inventory management, shipping/receiving, and

documentation. Maintain accurate records of inventory levels, shipments, and warehouse activities. Handle paperwork, such as purchase orders, invoices, and delivery schedules.

**Training Facilitation:** Coordinate training sessions for new hires and existing employees on warehouse procedures, safety protocols, and equipment operation. Ensure that all employees receive proper training and certifications as required. Continuous Improvement: Collaborate with the Warehouse/Ops Manager to identify opportunities for process improvements and cost savings. Implement and manage continuous improvement projects to streamline warehouse operations and enhance efficiency. Monitor progress and evaluate the effectiveness of improvement initiatives.

**Desirable Skills, Abilities:** Ability to read, write, and fluently speak the English language. Ability to read and comprehend concepts of moderate to high difficulty and ability to communicate responses and action related to these concepts. Ability to freely determine ratios. Ability to generate graphic representations of data is Willingness to learn mainframe program Ability to deal with problems involving several concrete variables in standardized situations.

**Qualifications:** Associate's degree with 2 years related experience or equivalent combination of education and experience 1 year relevant industry experience in a sales or a customer facing role Above average math capabilities with the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

**Requirements:** High level of attention to detail and ability to read and mark up complex documents is critical to this role. Ability to prioritize workload and be self-directed and self-motivated. Ability to proactively work on new projects and recognize and report business improvement opportunities. Possess highly effective communication skills which include verbal and written internally and externally. Intermediate Microsoft Office Suite experience such as Excel, Word, and PowerPoint. Metals, Engineering, Fabrication or similar commercial industry experience is preferred. Ability to learn proprietary program (Metalware).

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We treat our employees right We offer a full comprehensive benefits program which includes medical, dental, vision, company paid life insurance, short and long-term disability, paid vacation, PTO, 401(k), profit-sharing, and tuition reimbursement along with many other competitive benefits. TW Metals, LLC. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, religion, gender, gender identity, sexual

orientation, national origin, disability, age, or veteran status. TW Metals is also committed to complying with all fair employment practices regarding citizenship and immigration status. The right opportunity is waiting for you here at TW Metals, LLC. APPLY NOW!<https://www.twmetals.com/>

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