



Big Red Shipping and Storage: Director of Warehouse Operations

Purpose: We are seeking a dedicated and hardworking individual to join the Big Red Shipping & Storage team. BRSS gives students the opportunity to act as managers, not as interns. Individuals who join our team will have large amounts of responsibility and accountability to help our business grow. The Director of Warehouse Operations serves immediately under the General Manager, and is responsible for all aspects regarding the warehouse and shipping. As the Director of Warehouse Operations, you will be challenged on a daily basis to not only grow the business, but also to make it more efficient. You will see the business grow due to your efforts, and concurrently see your professional skills develop.

Hourly Requirement: This position requires 7-10hrs/week during training and up to 60 hours a week during May and August peak. This is full time position during the summer, which will require 30-40 hours per week.

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities will show the broad tasks that the Director of Warehouse Operations is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

Main Responsibilities:

- Responsible for two warehouses totaling 9000 square feet
- Maintain databases for tracking inventory worth \$1M+
- Serve as point of contact for all issues related to shipping
- Manage team of up to 12 warehouse representatives
- Conduct statistical analysis to analyze the efficiency of the company
- Gain deep understanding of the business operations, procedures, policies, and prices.

Necessary Skills:

- Extremely proficient with Excel (PivotTables, Nested IF, VLOOKUP, Charting, Sorting and Formatting)
- Strict attention to detail
- Ability to prioritize tasks
- Clean driving record
- Self-starter who can perform with little supervision

If this sounds like you, apply today!