McGuff Pharmaceuticals, Inc. currently has an opening for a warehouse Supervisor/ manager position. The warehouse Manager is responsible for the day-to-day operation of the warehouses, including coordinating and leading warehouse staff within our production facilities located in Santa Ana, CA.

**Warehouse manager job description**

We’re seeking a warehouse manager to oversee operations at our facilities located in Santa Ana. This skilled multitasker will manage the receiving, handling, storing, picking, and packing activities of the warehouse, ensuring that quality standards are met or exceeded. The warehouse manager must achieve inventory accuracy, coordinate order fulfillment, and track shipping times for multiple product orders every year. The ideal candidate is exceptionally detail-oriented and able to manage multiple facets of warehouse operations simultaneously.

**Objectives of this role**

* Ensure that the warehouse operates at peak efficiency with customer satisfaction the primary goal by supervising, organizing, and training warehouse employees and establishing, monitoring, and managing operational goals.
* Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods.
* Train and manage the warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals.
* Oversee daily operations while controlling and managing inventory and logistics.
* Review and prepare workflows, staffing requirements, space allocations, equipment layouts, and action plans that meet company standards for productivity, quality, and customer service.
* Maintain a safe and healthy work environment by establishing and enforcing standards and procedures and by complying with legal regulations.

**Responsibilities**

* Skills and experience with warehouse management software.
* Automatically manage out-of-stock items based on actual inventory levels.
* Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
* Schedule and oversee warehouse team and manage the flow and quality of work to maximize efficiency and minimize overtime.
* Inspect equipment, tools, and machinery regularly, and oversee general maintenance when necessary.
* McGuff Pharmaceuticals, Inc. currently has an opening for a warehouse Supervisor/ manager position. ensure efficient delivery of packages.

**Required skills and qualifications.**

* Bachelor’s degree, High school diploma or equivalent.
* Computer literate and familiar with Microsoft Excel as well as computerized database systems.
* Four or more years of experience in a warehouse role managing hourly employees. Prefer experience with pharmaceutical or medical device production.
* Proficiency with warehouse procedures and policies
* Excellent problem-solving skills and leadership qualities
* Ability to work collaboratively with all levels of company staff.
* Ability to deliver effective feedback, both written and verbal

**Preferred skills and qualifications**

* Associate degree (or equivalent) in logistics or supply chain management
* Proficiency with warehouse management systems (inventory & ordering).
* License to operate a forklift.
* Ability to communicate with all departments.