

# MountainHeart

## Job Description

**Job Title:** Warehouse Manager  
**Department:** Weatherization  
**Reports To:** Construction Superintendent/Weatherization Coordinator  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 3

**Summary:** Provides administrative support to the Weatherization Department, and other programs as requested.

### Essential Duties and Responsibilities

- Organize warehouse and keep materials in proper place.
- Responsible for inventory control, reduce shrink/overage through proper inventory tracking.
- Assist crews with pulling, loading materials and moving material as needed.
- Prepare reports as requested by Supervisor and/or Program Directors.
- Perform all related data entry for programs within MountainHeart.
- Create any correspondence required for the program via direction of the program coordinator.
- Follow all safety rules and procedures, and keep warehouse in a safe and organized state.
- Maintain confidentiality at all times.
- Other duties as assigned.

### Supervisory Responsibilities

This position does not have supervisory duties.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and ability to use office equipment. Must have good recall memory, organizational and listening skills.

### Education and/or Experience:

This position requires a high school diploma or equivalent, typing skills. Data entry experience is preferred with inventory management preferred.

Must have valid West Virginia driver's license; clear criminal background.

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ALL PERSONNEL ARE AT WILL EMPLOYEES

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

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Employee Signature

Date