



Warehouse Program Manager – Repack Operations

SBS Group of Companies is seeking an experienced **Warehouse Program Manager** in our St. Paul location.

The Warehouse Program Manager is responsible for leading a team of 15+ employees in warehouse pick, pack, and shipping operation with attention to accuracy, safety, quality, systems, procedures, and client special requirements.

Hours are roughly 7:30 am – 4:30 pm, typically M-F. Salary is \$18.00-\$20.00/hour DOE. Benefits include **Medical and Dental with Family Coverage, Paid Time Off, and 401k with match.**

Responsibilities include:

- Coordinating our associates' activities for maximum productivity and safety
- Preparing Daily reports, supervisory meetings, and updates to management
- Meetings, calls, and emails directly with Customer
- Daily work in the Warehouse Management System
- Inspect and Inventory parts
- Prepare UPS shipments
- Process evaluation and improvement

This position requires:

- 3-5 years Warehousing/logistics experience a must
- 1+ years Leadership/Supervisor experience required
- Ability to learn the Warehouse Management System.
- Must be extremely organized, possess ability to multi-task and direct the work of our associates
- Ability to meet production expectations
- Proficient Microsoft office skills (Word, Excel and Outlook)
- Lean manufacturing/Continuous Improvement experience preferred
- Ability to read, write, and speak English fluently

No Felonies due to our work with Customs

For consideration, please bring your resume and letter of interest to Human Resources.