

WAREHOUSE / FACILITY MANAGER

In store facilities and warehouses, Facility/Warehouse Managers are in charge of supervising staff, security, processes and procedures.

WHAT RESPONSIBILITIES WILL I HAVE?

- Manage a store or warehouse and its security
- Monitor and organize inventory using resources like computer software to locate items quickly
- Organize receipts, storage and sale of goods
- Schedule and receive incoming shipments
- Control all warehouse facilities and the planning and layout of stores
- Maintain stock records and documentation on incoming and outgoing stocks
- Dispatch drivers if shipping items out
- Ensure inventory is stored in accordance with safety records and company policy
- Maintain economic level of stock on hand
- Ensure safety procedures are adhered to within warehouse and signage is visible throughout
- Organize and implement safety trainings on a semi-regular basis
- Perform safety inspections of forklifts and other vehicles or machines
- Maintain mileage and fuel logs on all facility vehicles
- Train, manage, and supervise warehouse staff and casual workers
- Responsible for the planning and operational procedures of the warehouse
- Maintain cleanliness of warehouse facility



WHAT EDUCATION & TRAINING IS REQUIRED?

An Associate's or Bachelor's degree in agricultural business or related field, depending on industry

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, industrial technology, business and computer courses, mathematics, accounting

TYPICAL EMPLOYERS

Organizations of varying sizes and industries that continually ship or receive goods and/or commodities

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Agri-Marketing Association
- Women in Agribusiness
- Agriculture Council of America

AVERAGE ANNUAL FULL-TIME SALARY

\$53,000