



Career Opportunity

Branch Warehouse Manager

Position Summary:

This position is at our Concord location.

Must be an energetic, hard working, customer focused, accuracy and efficiency minded individual. This position is responsible for the daily operations of a branch distribution center facility. Applicants must show a clear commitment to working in a team environment, continuous improvement, customer service, and meeting deadlines. Must be flexible, reliable, a quick study, and have a positive “can do” attitude.

Essential functions:

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operations, and personnel policies and procedures
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results, coaching and disciplining employees and appraising job results
- Answers customer calls and process customer orders, according to established department policies and procedures
- Manage truck delivery manifests throughout territory
- Coordinate all daily will call, outbound and transfer orders
- Prioritize shipping, receiving, and picking tasks
- Oversee maintenance and condition of warehouse, equipment, and yard facilities
- Communicates regularly with the Operations Manager to discuss branch operations
- Maintains professional and technical knowledge by attending educational trainings
- Contributes to team effort by accomplishing related results as needed
- Conducts other duties as needed

Required Talents:

- Previous distribution warehouse experience
- RF Scan gun experience preferred
- Ability to meet deadlines and multi-task
- Ability to prioritize in dynamic environment
- A strong drive to learn, grow, and succeed
- Interest in technical/mechanical equipment
- Strong knowledge in Microsoft Office suite
- Excellent typing and communications skills
- Ability to collaborate in team environment

Submit resumes and cover letters to Dawn Kehrwald at: dkehrwald@cfmequip.com

About CFM Equipment Distributors, Inc:

We have been a leading distributor of HVAC and solar products for over 30 years. CFM Equipment Distributors employs innovative, creative individuals that are motivated to succeed. We offer great benefits including medical, dental, 401(k), education assistance, vacation/sick leave and paid holidays. We promote a friendly, cooperative, team environment. Do you want to be a part of a team that values your teamwork and excellence?