

# KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

## WAREHOUSE MANAGER

IDEAL START DATE: ASAP

### JOB DESCRIPTION

Kirk's Family of Natural Brands seeks a Warehouse Manager to oversee our warehouse staff and daily inventory needs. These are critical functions and the individual should be a strong communicator and a natural leader with a team spirit mentality. They should be self-motivated and willing to bring forward new ideas for efficiency. This individual will manage the warehouse staff and related projects, support quality assurance and lot control processes, and provide an accurate inventory reconciliation; including daily/weekly transfers to maintain proper inventory levels, case-to-single unit conversions, and monthly physical inventory counts. This individual will work collaboratively with team members across departments and report to our Controller.

### RESPONSIBILITIES/JOB DUTIES

#### Warehouse Management

Manage the warehouse team regarding daily inventory needs and special inventory projects; including our direct-to-consumer picking/shipping process

Monitor warehouse staffing levels to determine if/when additional full-time and/or temporary labor is needed

Assign workload to warehouse personnel; measure and report the effectiveness of warehousing activities and employee's performance

Inventory Reconciliation

Create and Reconcile Daily/Weekly Transfers between warehouses

Reconcile and manage daily conversion of inventory items; case configuration, Trial size, Orders to Ship, etc.

Monthly Physical Inventory Counts

Monitor Amazon.com stock levels across all items; maintain 30+ day supply

Manage all Amazon.com labeling/packaging projects and requirements

#### Quality Assurance and Lot Control

Receive retained lot samples from vendors and properly track/catalog

Audit and review inbound lot samples against established standards

Review inbound inventory against retain database for completeness

Maintain Retained Lot database

#### Additional Responsibilities

Work with Logistics Coordinator to learn freight scheduling process

Backup to the Logistics Coordinator when they are out of the office and/or additional support is needed scheduling freight transportation

### DETAILS

Hours: 37.5 hours/week

Directly Reports to: Financial Controller

Job Type: Full-time

Salary: \$58,000 per year

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: [raymond@kirksnatural.com](mailto:raymond@kirksnatural.com)

Subject Line: Warehouse Manager Application

### QUALIFICATIONS

- 2-4 Years of work experience in Inventory and/or Warehouse Management
- Experience using Microsoft Office, QuickBooks, and Netsuite
- Proficiency in Excel
- Proficiency in Outlook (email and calendar)
- Ability to manage multiple projects
- Must be able to set and meet deadlines
- Self-motivated, strong organizational skills, detail-oriented
- Experience working on a small team
- Bachelor's Degree preferred
- Work In Office Position
- Meet company background verification requirements

### ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S SOAP | SOF BODY CARE | THE GRANDPA SOAP COMPANY