

Position Summary

Harbor is looking for someone with goal-oriented leadership skills to oversee the organization and operations of the shop and warehouse. Your primary role is to lead by example, assigning daily and weekly duties, scheduling personnel, and working alongside the team to ensure the proper preparation and packaging of all events. You will have a significant role in deciding how to achieve the goals and objectives established by senior leadership.

The Warehouse Operations Manager is responsible for:

- Organization and knowledge of all shop/warehouse elements including equipment, tools, supplies, Harbor inventory and client storage
- Lead and keep up to date with inflow inventory system
- Maintenance coordination of all equipment and tools
- Manage safety in the shop/warehouse to ensure a healthy environment
- Oversight and management of building related issues in the shop and warehouse

This position is on a management path, as a full time position that requires flexible hours. The Warehouse Operations Manager will work in tandem with the Production Manager, the Events Team and the Design Team, while working closely with the Chief Creative Officer and reporting to the President.

Company Details

Harbor provides high quality custom events that strengthen our clients' brand connections.

With a focus on customer service and attention to detail, the company designs and produces impactful experiences such as corporate meetings, brand activations, trade show exhibits, customer appreciation events, and large galas. We are looking for passionate team members that are interested in being involved in a fast-paced environment with a rapidly expanding business.

Please read more at www.teamharbor.com.

Duties and Responsibilities

Personnel & Shop Leadership

- *Daily Operations:* Assign daily duties to the crew while in the warehouse and monitor their progress
- *Knowledge Sharing:* Actively seek opportunities to share skills with technicians and shop staff
 - Train new employees in safety practices and general maintenance and use of shop and equipment
- *Collaboration:* Work with Shop, Design, and Events teams to set and achieve goals for daily, weekly, and monthly tasks
- *Scheduling:* Working closely with the President and Production Manager to create top level schedules and space needs weekly for projects on and off the floor

Warehouse & Inventory Operations

- *Inventory Ownership:* Manage and maintain inventory to track updates, movements, additions, and discarded items
 - Create and use asset tags for exhibit materials, where applicable
 - Update inventory sheets and/or pack sheets as exhibit booths and materials change
 - Communication of protective measures needed (ie. coverings for white furniture, fragile items, etc.)
- *Space Optimization:* Assess layouts to maximize efficiency and anticipate future storage needs
 - Organization of all event and exhibit materials in warehouse space
 - Enforce and communicate team expectations for organization of all materials and equipment in shop and warehouse spaces
- *Project Support:* Manage timelines for warehouse-related projects and ensure all equipment is returned, checked, and stocked after an event
 - Sorting and moving necessary items to support projects
 - Utilize forklift and pallet jacks (and similar) to organize and move crates and materials between shop/warehouse spaces, semi-trailers, and container units
 - Track and organize receipts for shop & warehouse organization and maintenance expenses
 - Track shop expenses quarterly to ensure efficiency and limit waste

Shipping, Logistics & Fleet

- *Dock Management:* Manage receiving, storing, and distributing all materials coming in or out of the facility

- Timely prepping crates and final check of pack sheets for exhibits and materials outbound
- Receiving of all inbound job shipments
- *Pack Operations:* Assist shop team and Senior Events Manager with crates and/or any packing needs required for all items that need to travel
 - Knowledge of best practices when packing materials for shipment
 - Knowledge of best practices when packing vehicles such as a transit van, box truck and semi-trailer
- *Trucking Logs:* Maintain trucking logs and maintenance records for the fleet.
- *Vehicle Operation:* Ability to drive transit vans and box trucks (up to 26') to transport materials to event sites, as needed

Shop Maintenance & Safety Management

- *Equipment Care:* Maintain appearance and function of all equipment, tools, and shop machinery, including monthly repairs
 - Ensure cleaning and maintenance schedules are met daily, weekly and monthly
 - Tool storage, safety, dust sweeping/collecting, proper container storage and labeling
- *Equipment Safety:* Enforce and communicate team expectations for organization of all materials and equipment in shop and warehouse spaces through a thorough understanding of all materials stored in the warehouse
 - Safely use tools such as table saws, bandsaw, shaper, sanders, hammer, staple gun, electric drill, nail gun, palm sander, and equipment typically found in the woodshop
 - Take stock of supplies and order materials, as needed
- *Safety Compliance:* Establish and enforce shop and warehouse safety standards, taking responsibility for those working in the area
 - Implementation of Job Safety Analysis (JSA), safety audits and Material Safety Data Sheets (MSDS) to ensure a healthy work environment
- *Facility Security:* Ensure all tools, equipment and entry points are secured, locked, and powered down at the end of each day
- *Fleet Safety Program:* Manage the fleet through ownership of the program, maintenance of the vehicles and documents associated with them

Other Duties/Responsibilities May Include:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee; duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice

Education/Experience Requirements

- *Education:* High School Diploma or equivalent preferred
- *Experience:* 3-5 years relevant work experience- operations, shop management, or similar
- *Leadership:* Proven history of leading teams of 3 or more people with good communication skills
- *Passion:* ORGANIZATION
- *Certifications:* OSHA 30, MEWP Certification, Forklift Certification
- *Driving:* Class A, B, or C CDL license or experience driving non-CDL box trucks and sprinter vans in any capacity is a bonus

Knowledge, Skills, and Abilities

- *Personal Qualities:* Self-starter, knowledge hungry, dependable, reliable, diligent, strong work ethics of integrity, honesty,
- *Personal Work Skills:* Maintains high-quality standards, extremely well-organized with strong multi-tasking and problem-solving skills, professional appearance and persona, read and use a tape measure, able to read and write in English
- *Leadership:* Strong and passionate leadership abilities, time management and task prioritization skills, project out what days/weeks look like based on upcoming projects, prioritizing leadership and management of the shop and projects, and ability to execute quickly while resolving problems that occur
- *Technical Proficiency:* General knowledge of woodshop equipment and a developing/working knowledge of audio, video, and lighting equipment.
 - Utilize hand tools such as drills, screwdrivers, hammers
 - Operate a forklift and pallet jacks
 - Utilize packing materials, truck straps, load bars, tie downs, etc.
 - Ability to operate large vehicles including transit van, up to 26' box truck and pull behind trailers
- *Software Skills:* Proficient in Google Business, Microsoft Office, and inventory management software

Work Environment/Physical Requirements

Good physical strength and stamina is required, this job is extremely hands on. This position will include:

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials
- Spends most of the time walking/standing and talking/hearing
- The workday includes kneeling/crouching/stooping, using hands and reaching
- Frequent lifting required of items 50 pounds plus
- Able to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, respirator masks, and hard hats when needed