

## Receiving Logistics Manager

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Second Chance, Inc., a nonprofit social enterprise, is hiring a Receiving Manager to provide critical operational expertise, coordination and strategic planning for our growing retail operations. If you're interested in joining a business with a heart, we'd like to talk with you.

### Job Description:

The Receiving Manager is ultimately responsible for smooth functioning of the receiving area of our 200K s.f. warehouse showroom. As a member of our Retail Management Team, you are responsible for managing, leading, developing, and motivating retail operations staff while meeting or exceeding sales goals, safety goals, and cultivating customer delight.

### Responsibilities include:

- Managing the day-to-day activities of the receiving process, contributing to continual productivity improvement, and providing a safe environment for customers and employees. Supervising and assisting Receiving crew to ensure productivity, safety, and to meet company targets. With the Retail Operations Manager, establishing and maintaining crew scheduling to ensure adequate coverage of existing work. Providing direct performance feedback, positive morale and behavior to model, and appropriate encouragement to the Receiving crew.
- Working closely with Retail Management and Deconstruction Management teams to maintain keen awareness of incoming inventory for product placement planning throughout warehouse.
- Ensuring employees load and unload trucks properly – training staff in safe and proper handling of inventory to ensure preservation of our employees' health and preservation of product value throughout the custody chain - from the donor to purchasing customer.
- Developing a receiving strategy for disassembled equipment and systems, working closely with Deconstruction Field Operations Manager to ensure customer/end user's ability to reassemble.
- Being a positive representative of the organization, contributing to its overall health, employee morale and public image

### Requirements:

The successful candidate is a self-motivated self-starter: you remain curious and highly productive without extensive oversight. You are an enthusiastic and proactive problem solver with a "can do" attitude: you are solutions-oriented, excited and energized by challenges, and learn and solve problems proactively and creatively. You have exceptional organizational and communications skills.

### The ideal candidate has:

- a Bachelor's degree in Business Logistics or Operation Management preferred or equivalent experience.
- 3+ years' experience managing a large, project-oriented staff, preferably working across all functional areas as a Warehouse Manager.
- strong written and verbal communication skills
- strong organizational skills, able to effectively manage multiple projects and priorities
- computer literacy, along with strong Microsoft Excel and Word skills.
- the ability to think creatively, work under deadlines, and work in a team-oriented environment.
- commitment to social enterprise, understanding the "triple bottom line" companies - ideal candidate will be looking for a servant-leader organization or a change to "give back"

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at:  
<http://www.secondchanceinc.org/employment-opportunities>.

No phone calls, please. Second Chance is an Equal Opportunity Employer.