

# WAREHOUSE MANAGER JOB DESCRIPTION

**COMPANY:** Metal Recycling & Processing Company, Inc. dba MRP Company

**WEBSITE:** [www.mrpcompany.com](http://www.mrpcompany.com)

**INDUSTRY:** Electronic Scrap Metal Recycling & Processing

**LOCATION:** Hunt Valley, Maryland

**SALARY/BENEFITS:** \$90,000 plus annual bonus & 100% paid health insurance

**POSITION TYPE:** Full-time

**HR CONTACT:** [info@mrpcompany.com](mailto:info@mrpcompany.com)

## **POSITION:**

The Warehouse Manager is responsible for directing all day-to-day warehouse operations. Actively managing the receipt, coordination, and safety of commodities coming through the warehouse. Ensuring that the warehouse operates at peak efficiency, by supervising, organizing, directing, and training warehouse employees while establishing, monitoring, and managing operation goals and performance objectives.

## **RESPONSIBILITIES:**

- Properly classifying and identifying commodities being inbound and outbound.
- Maximizing warehouse space while coordinating with the office to move materials in and out of the facility in a timely manner,
- Maintain accurate inventory counts, adjustments, and tracking utilizing our ERP software.
- Practice proper PPE compliance maintaining a safe working environment this includes ensuring the building is secure.
- Practice proper forklift operation, certification of staff and preventative maintenance
- Inspect and maintain equipment and tools throughout the facility.
- Enforcement of all company rules and regulations, specifically related to Environmental, Health & Safety
- Identification of current process bottlenecks and implementation of solutions as necessary in a timely manner

**REQUIREMENTS:**

- 5 + years of Warehouse Management experience
- Proficiency in Excel, Adobe, Outlook, and all other Microsoft Programs
- Computer skills using inventory management software, ERP Systems, and online research as needed.
- Experience in record keeping, documentation, and reporting.
- Ability to delegate responsibility and authority to maximize employees' skills.
- Knowledge of the Electronic Recycling Industry or a similar Industry
- Must be comfortable in a fast-paced environment and able to manage multiple priorities and tasks simultaneously.
- High School Diploma (No GED), college preferred but not required.
- Must be able to pass a basic background check & be permitted to work in the U.S.

**COMPANY OVERVIEW**

Established in 1987, MRP Company is a full-service international metal recycling company specializing in precious metal scrap, ferrous and non-ferrous metals. MRP is also committed to responsible processing of E-Scrap and is R2 Certified. Our strong reputation coupled with a strong financial position is how we continue to grow year over year.