**Warehouse Manager – Aurora, OR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Ensure all customer outbound orders are staged and ready for pickup at the planned time and in accordance with shipping directions/special instructions, ensuring no delays to service delivery.
* Supervise the receipt of all inbound production materials, ensuring each is properly labeled and staged/organized for efficient access by production.
* Supervise all warehouse personnel, providing direction, guidance, oversight, and feedback related to warehouse operations.
* Supervise and ensure all warehouse operations are conducted safely and in strict accordance with both company policy and Occupational Health Safety Administration (OHSA) regulations.
* Provide training in safety, operations, and computer software to all warehouse personnel.
* Reject damaged items, records shortages, and correspond with purchaser to rectify damages and shortages.
* Process all defective products and returned for replacement or credit, ensuring proper alignment with accounting and sales support.
* Maintain accurate inventory of shipping materials and supplies in order to achieve continued operations.
* Supervise the performance of all computer functions necessary to track warehouse inventory, ensuring accuracy in reporting to assist in enabling decisions.
* Report inbound and on-hand defective materials to ensure finished goods quality and availability to production.
* Ensure the organization and cleanliness of warehouses to enable safety, efficiency, and adherence to all prescribed company policies and external regulations.
* Participate in the hiring and training of new employees to ensure subsequent success at Marion Ag.
* With close assistance from Human Resources, manage any personnel issues while staying within government regulations.
* Identify areas of improvement in the company and assist in creating and implementing solutions.
* Accurately produce Sales Orders or Delivery Tickets for customers and the production team in order to best track inventory movement and meet customer demands.
* Assist in managing product codes and labels that coordinate with incoming orders.
* Operate forklifts, pallet jacks or hand trucks when required to convey, move or hoist materials to proper departments, customers or areas.
* Communicate with customers and carriers on loading hours, dock times, and availability.
* Manage updates to customer requests to ensure all requirements are achieved.
* Assist in customer escalation issues when they arise.
* Collaborate with the production team on work priorities that properly align customer needs with warehouse requirements.
* Communicate transportation requirements with company dispatcher to expedite delivery or identify delays.
* Direct the staging and positioning of physical inventory positioning in both warehouses.
* Maintain digital and physical records of all inbound material.
* Provide awareness of inventory levels to ensure alignment with Agvance to alleviate shortfalls in customer deliveries.
* Assist the Inventory department with its tracking and reporting of inventory levels to enable decision-making.
* Track, manage, and report palletized vendor-owned inventory for Scotwood and Turf Care Supply Corporation (TCSC).
* Collaborate with customers on status, issues, and updates related to warehouse inventory and 3PL (Third Party Logistics) via established software systems.
* Track pricing and Purchase Order (PO) quantities for all Turf Care Supply Corporation (TCSC) finished products.

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

* 5 years’ experience in warehouse, warehouse management, shipping receiving
* Experience working in a fast-paced manufacturing environment.
* Data entry experience (in a computer program such as inventory or accounting)
* Mathematical skills – add, subtract, divide, multiply – ability to use a calculator
* Ability to speak, read, write in English fluently
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
* Experience with Microsoft Office (Word, Excel, Outlook) and generally proficient with computers
* Ability to communicate effectively through oral and written communications
* Ability to analyze and solve problems
* Ability to work with others collaboratively
* Strong organizational skills and high attention to detail

**LOCATION AND HOURS**

9400 Saint Paul HWY NE

Aurora, OR 97002

This position is full-time, exempt from overtime. The scheduled shift for this position is: Monday through Friday.

**IN ORDER TO APPLY:**

Resumes must be submitted via email (hr@marionag.com). No phone calls, please.

**DATE POSTED**

October 13, 2025