

WAREHOUSE MANAGER

LEWIS is a leading business products distributor offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes. We have been in business since 1982 and operate distribution centers in Illinois, Indiana, Michigan and Colorado, with headquarters in Wheeling, Illinois.

We are currently looking for a candidate with the right skill set for a Warehouse Manager position in our Chicago Distribution Center, which is a fast-paced environment. It is a smaller warehouse, managing about eight employees. We are looking for a leader who is also an organized, self-motivated team player. Main responsibilities of the Warehouse Manager will include:

- Maintain accurate inventory; assist in annual physical inventory;
- Ensure customer deliveries are made timely and accurately;
- Maintain safe, clean and organized warehouse environment; train on safety procedures;
- Effectively manage drivers and warehouse employees.

REQUIREMENTS FOR WAREHOUSE MANAGER:

- Minimum of one year of warehouse experience;
- Acceptable MVR; must be insurable; must have Chauffeur's license (Class C) for back-up driving purposes;
- Must pass DOT physical and drug screen;
- Ability to lift 75 pounds;
- Professional appearance; ability to be respectful and courteous to customers at all times; good interpersonal skills;
- Ability to use and train on warehouse equipment;
- Ability to manage and lead by example;
- Ability to use computer and complete all necessary paperwork;
- Positive, "can do" attitude;
- High school diploma or equivalent.

LEWIS offers a competitive salary and excellent benefits for our Warehouse Managers. Although we are ideally looking for a candidate with some management experience, the right skill set and aptitude could enable you to be a good fit for this position. If you feel you have the necessary skills and would enjoy working for an employee-friendly organization with other team players, please apply online, or send your resume via email to hr@lewispaper.com, via fax to 312-829-6060, or apply in person 10 a.m. to 3 p.m. Monday through Friday at 1540 S. Ashland Ave., Chicago, IL.

Please include salary requirements.