

WAREHOUSE MANAGER

LEWIS is a leading business products distributor in four states, offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes.

Join our team as a Warehouse Manager in our Chicago Distribution Center. The Warehouse Manager position is a critical position for us and our customers. This is a smaller warehouse managing five or six driver and warehouse employees in a fast-paced environment. Our ideal Warehouse Manager is an organized, self-motivated leader who is also a team player, and who takes as much pride in their work as we take in our reputation and service.

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:

- Management experience, preferably warehouse management;
- 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: <https://lewispaper.com/careers> or send your resume via email to: rbeno@lewispaper.com.

Please include salary requirements.