

WAREHOUSE MANAGER – \$5000 IN HIRING AND RETENTION BONUSES

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:

- Supervisory or management experience, preferably warehouse management;
- Acceptable MVR; must be insurable; must either currently possess or have the ability to acquire a 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. We also offer a \$2500 signing bonus for this position to be paid on the first payroll after start date, and a \$2500 retention bonus to be paid at the first payroll after six months, subject to applicable taxes. The signing bonus is subject to repayment if the employee is no longer employed with LEWIS on the first payroll date after six months of employment.

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 email your resume to: jobrien@lewispaper.com.

Please include salary requirements.