

ROBERT SMITH

Warehouse Office Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Warehouse Office Manager with 7 years of experience in Performing regular onsite inspections of warehouses, shipping areas, and receiving areas, Developing a warehouse checklist to assist with daily tasks such as stocking shelves, maintaining inventory, Managing warehouse office and processed client orders, Informing clients of order status and coordinated deliveries.

CORE COMPETENCIES

Hazmat Certified, International Shipping.

PROFESSIONAL EXPERIENCE

Warehouse Office Manager

ABC Corporation - August 2010 – January 2014

Key Deliverables:

- Ensured that all equipment is maintained in a good state of repair and used properly.
- Ensured that each shift has adequate staffing and resources to provide for their duties.
- Ensured that items are stored safely throughout the warehouse by ensuring the correct stock levels in the store rooms and ensuring appropriate shelving is available in the warehouse areas.
- Ensured storage supplies are available at all times.
- Ensured stock levels are monitored regularly using various methods such as CCTV cameras, temperature sensors etc.
- Maintained an inventory of goods in stock at all times to ensure an adequate supply of goods available.
- Supervised a total of 15 employees, including drivers, movers warehouse associates, customer service personnel, and an administrative assistant.

Warehouse Office Manager

Delta Corporation - 2009 – 2010

Key Deliverables:

- Collecting payments, including both cash and credit card payments.
- Handling returns and refunds in a timely manner.
- Coordinating with internal departments to ensure that all processes are running smoothly.
- Responsible for ensuring that all employees are working to the same standard while maintaining productivity levels and a safe workplace at all times.
- Improving customer service by providing accurate information about products, their prices and any discounts to customers in an efficient manner.

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- Developing and enforcing a warehouse policy and procedure manual.
- Ensuring that all staff have access to all parts of the warehouse system to ensure that they are able to perform their job role effectively.

EDUCATION

BA In Accounting

