



**Job Description:** WAREHOUSE MANAGER

**Hours:** Monday-Friday 8-5, with some evenings and weekends being available to unload trucks and remove snow

**Overview:** *The Warehouse Manager manages the daily operations of the warehouse. Accountable for safe and efficient receiving, unloading, storage and preparation of all product, including adherence to first-in, first out inventory methods, to ensure inventory accuracy and product freshness. Responsible for cleaning, maintenance and organization of equipment, inventory control, loading route and unload incoming product loads, along with safety training.*

**Benefits:** Full-time employees are eligible for medical benefits and Paid Time Off after 3 months, 401(k) after one year of employment by company match.

**Qualifications:**

- \*Must be 21 years old or older
- \*Must be detail oriented
- \*Strong organizational skills is a must
- \*Excellent work ethic track record
- \*Some mechanical & carpentry skills a plus (a well-rounded handyman)
- \*Ability to learn quickly and apply new skills
- \*Self-Motivated, high energy and enthusiastic
- \*Safe work practices
- \*Must possess basic math skills, communication skills, and organizational skills
- \*Be a problem solver
- \*Team player
- \*Excellent verbal and written communication skill, including listening skills
- \*Must be able to sit, stand for long periods of time
- \*Be in good physical condition, with ability to bend, stoop and crouch on a regular basis and lift, carry or move objects weighing from 5-161 pounds
- \*Willingness to work occasional evening and weekends
- \*Must be comfortable using a computer
- \*Clean driving record
- \*CDL is a plus or willingness to get a CDL
- \*Forklift experience preferred
- \*Skid steer experience preferred
- \*Warehouse experience a plus
- \*High School education preferred
- \*Pre-employment drug screening is required with random drug and alcohol testing throughout employment

**Duties:**

- \*Repair signage
- \*Clean all trucks
- \*Assist in inventory reconciliation
- \*Read Code Dates and put product away product and load product using Anheuser-Busch stock rotation policies
- \*Must be familiar with all warehouse procedures; loading/unloading of delivery vehicles, overage product, breakage, maintenance, cleaning, etc.
- \*Knowledge of whereabouts of all inbound freight and transfers, and relaying the information to appropriate staff
- \*Picking, stacking, moving, and lifting product weighing up to 161 pounds
- \*Organize warehouse including breakage/sign repair room, and permanent and paper POS areas
- \*Maintain warehouse cleanliness standards set by Anheuser-Busch including breakage/sign repair room and POS areas, plus the outside of the entire Northwest Beverage/Jerome Rentals Buildings
- \*Maintenance and repair of warehouse, office and rental units
- \*Clear snow and ice from all warehouse properties including storage unit rental
- \*Be available evenings and weekends as necessary to unload trucks & snow removal
- \*Monitor & control CEW and Keg cooler temperatures as set by Anheuser-Busch
- \*Ensure that employees are safe, which includes providing proper safety training and equipment, confirming that the workplace conforms with safety standards, and personally inspect the warehouse for any safety issues which may arise and correcting them
- \*Be the relief delivery driver and occasional helper on delivery trucks
- \*Participate in community promotions and promotions sponsored by Northwest Beverage
- \*Will perform other assignments as directed by management

**To Apply:**

Include a cover letter and resume. While we would like to respond to each applicant, the volume of resumes we receive allows us to only contact the most qualified candidates. We appreciate your consideration.



Send all correspondence to:  
Northwest Beverage, Inc.  
Attn: Mike Jerome  
PO Box 398  
Mobridge, SD 57601

Or email: [MikeNwb@westriv.com](mailto:MikeNwb@westriv.com)