Treadmill Doctor
We Solve Problems To Keep People Moving

WE'RE HIRING SELF-STARTERS!!

Treadmill Doctor (TMD) maintains the largest online database of replacement parts for exercise and fitness equipment.

Are you a talented and friendly person looking for a new opportunity? Come join the TMD team! If you are a motivated self-starter and want to work with people who care about each other, feel like family, and have opportunity to grow into new positions, we want you on our team! The Treadmill Doctor team has bi-annual company lunches, quarterly volunteer opportunities and regular department team building activities. We need people who can work hard and are ready to grow with our quickly growing company.

Job Title:	**Warehouse Manager**
Department(s):	**Operations**
Pay Range:	**$20 - $25 per hour**
Report to:	**Operations Manager**
Revision Date:	**9/20/2007**
Job Status:	**Full Time/8:00 AM – 4:30 PM**

Position Overview: This is a full-time position responsible for all property/equipment, personnel and procedures for a local warehouse that stores and ships repair parts for fitness equipment.

Personal Requirements:

- Good communication skills, particularly verbal
- Ability to make quick, yet sound judgments and decisions
- Excellent organizational skills
- Possess ability to manage personnel
- Ability to identify and solve problems
- Minimum 2 years Warehouse/Storage industry experience
- 2-5 years Management experience
- Must be a United States or legal resident
- Must possess a high school diploma or equivalent
- Pass a background investigation

Essential Job Functions:

- Oversee and manage the personnel and procedures for all warehouse activity
- Responsible for all warehouse equipment and facilities including purchasing requests, maintenance, repairs, employee training and safety
- Responsible for job postings, screening, hiring & firing of warehouse personnel
- Create &/or maintain comprehensive warehouse employee handbook/manual
- Develop and institute performance benchmarks, tracking and evaluation (For example: space utilization, damaged goods, inventory velocity, etc.)
- Provide vital information to the Purchasing Agent regarding the supply chain and storage interface
- Provide regular reports to upper management on warehouse performance.
- Identify and implement any overtime needs.