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Warehouse and Logistics Manager

Description

The Warehouse and Logistics Manager is a hands-on operational leader responsible for all daily warehouse functions and the development and implementation of warehouse processes that support WPS's AV integration projects and Inside Sales operations.

This role combines the physical participation of a working manager with the leadership and critical-thinking responsibilities of an operations-focused process owner. The Warehouse & Logistics Manager ensures that receiving, staging, inventory control, logistics scheduling, and ERP/Procore accuracy are executed at a high standard—while also continuously improving layout flow, inventory systems, and operational reliability.

This position operates independently, requiring minimal day-to-day direction, and ensures that the warehouse runs efficiently, safely, and in alignment with the needs of Project Management, Procurement, Field Operations, and Inside Sales. The manager will escalate only approvals or strategic decisions, not routine operational tasks.

Responsibilities

- Actively participate in and oversee all daily warehouse activities, including receiving, shipping, staging, material movement, and order fulfillment.
- Load/unload deliveries, verify shipments, and resolve discrepancies with Procurement.
- Lead job staging operations, ensuring accuracy, completeness, sequencing, and readiness for field installation schedules.
- Maintain a clean, orderly, OSHA-compliant warehouse, ensuring safe material flow and proper storage
- Operate (or become certified to operate) forklifts, pallet jacks, and material-handling equipment.
- Directly support field teams, Project Managers, and Project Coordinators with time-sensitive warehouse and materials needs.
- Plan and coordinate daily/weekly warehouse schedules aligned with installation priorities and Inside Sales fulfillment.
- Communicate proactively with PMs, Procurement, Project Coordinators regarding material readiness, backorders, shortages, risks, and delays.
- Resolve operational issues independently without requiring managerial collaboration.
- Ensure all material movement is accurately entered and reconciled in Navision and Procore.
- Develop and maintain systems for labeling, bin management, inventory accuracy, and real-time material tracking.
- Lead cycle counts, inventory audits, and corrective action planning.
- Own warehouse data reliability, inventory correctness, and item location integrity
- Identify and implement improvements to warehouse layout, staging flow, picking processes, and receiving workflows.

Hiring organization

WPS | Washington Professional Systems

Employment Type

Full-time

Job Location

Wheaton, Maryland, US

Valid through

31.07.2026

Base Salary

\$ 70,000.00 - \$ 90,000.00

- Develop and enforce Standard Operating Procedures (SOPs) for all warehouse activities.
- Lead and mentor warehouse personnel, setting clear expectations for accuracy, safety, productivity, and teamwork.
- Assign daily tasks, balance workload, and ensure staff maintain WPS standards of quality and work tempo.
- Train employees on new processes, safety requirements, equipment operation, and workflows.
- Interview and onboard new warehouse team members as the department grows.
- Serve as the central point of accountability for warehouse performance, accuracy, and readiness.
- Maintain OSHA compliance including safety inspections, equipment checks, and training logs.
- Ensure staff operate forklifts and material-handling equipment safely and in accordance with WPS procedures.
- Identify safety risks and implement corrective actions immediately.

Qualifications

- 5+ years of experience in warehouse or logistics management, ideally within the AV integration or construction industry.
- Proven experience leading teams in a fast-paced environment, supporting both project-based and retail/box sales operations.
- Strong understanding of inventory control systems and ERP/warehouse management software (NAV, Procore, or similar preferred).
- Excellent communication and coordination skills; proven ability to collaborate cross-functionally with Procurement, PMs, and field teams.
- Strong organizational, time management, and problem-solving skills.
- Forklift certification or willingness to obtain certification required.
- Working knowledge of OSHA regulations related to warehouse safety and transportation.
- Must be able to lift materials alone up to 50 lbs.
- Must be able to frequently push, pull, squat, bend, and reach.
- Must be able to stand and/or walk 75% or more of the time.
- Must be able to work in an environment where noise level, temperature, and weather conditions may vary.

Job Benefits

WPS offers competitive compensation and benefits packages including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.