



WHO ARE WE AND WHAT DO WE DO?

At SunModo, we believe in the innate human nature to improve the world and support the growth of those around us. Our culture is open, forward moving, innovative, and energized. We give people the opportunity to be their best and do their best work in a fast-paced, collaborative, and creative environment. This is a place where people with purpose, mastery, and internal drive are met with tremendous growth potential for themselves and our rapidly growing solar industry. As a manufacturer of solar racking solutions, we've created a loyal following because of our unparalleled product offerings and attention to professional service. Our corporate mission is to drive down the total cost of solar installation, and we accomplish that with the best talent in the PV industry. We know that smart, accomplished people are the reason for our success. It is because of our team members we've been providing the best mix of quality and low-cost products to the market. The question is, will you be the next one to join our exciting company?

WHAT IS THE IMPACT OF THE WAREHOUSE MANAGER?

Reporting to the Operations Manager and working from our corporate headquarters in Vancouver, WA, this position will play a vital role in the growth of the company by managing our supply warehouse operations to facilitate efficient and profitable growth of the company while responding to changing market conditions.

ON ANY GIVEN DAY, YOU COULD BE DOING THESE THINGS:

- Oversee and manage day to day operations of the assigned SunModo warehouse.
- Manage warehouse staff, including: hiring and firing, training, daily/weekly priority setting, and long-term planning of staffing levels required to meet company objectives.
- Schedule and maintain orders in CRM as needed to ensure timely information is maintained and captured.
- Coordinate and assist with pulling of sales orders, assemble, package, sort, and ship.
- Oversee the unload and inspection of incoming materials. Work with the Operations Manager to ensure all products received are properly identified and meet quality requirements.
- Operate a forklift as needed in the warehouse to load/unload trucks and move inventory.
- Arrange for carrier vehicle or pickup, Will Calls, outside carriers and associated documentation.
- Utilize the most cost-effective shipping methods to minimize shipping cost to the customer.
- Create BOL's for out bound shipments.
- Schedule open Sales Orders for packaging and shipment
- Help Investigate and resolve shortages and damage claims of shipments.
- Process and create labels for FedEx, UPS and Priority Mail shipments.
- Coordinate inbound deliveries of material
- Ensure that warehouse is run in a manner that is safe and meets all relevant code requirements; and that warehouse is clean, orderly, and maximizing efficiency.
- Perform other duties as needed or assigned.



WHAT DO WE EXPECT FROM YOU?

Experience

- 5+ years of experience working in an Operations capacity in a warehouse environment.
- Experience with forklift and other warehouse equipment use and operations.
- Experience with training new warehouse hires.
- Experience with inbound and outbound logistics, including: LTL and FTL freight, ocean freight, customs, parcel shipping, and 3PL services.
- Experience managing the daily activities of multiple warehouse staff.
- Proficiency in QuickBooks or similar accounting/ERP software as well as MS software, including Outlook, Word, Excel and PowerPoint.

Attributes

- Relentless drive to succeed.
- Desire and ability to manage a team to maximize their performance.
- Analytical approach to Operations driving a desire to find better and more efficient ways to operate.
- Attention to detail and a commitment to fast, accurate, and thorough follow-through.
- An openness to take direction and constructive feedback, and a desire to share constructive feedback.
- A willingness to ask questions and be a part of driving our organization to continuous improvement.
- A team player who is capable of collaborating with the whole organization.
- Change-oriented mindset that will thrive within the fast-moving and always evolving solar industry.
- Ability to prioritize daily/weekly activities to maximize results towards a plan.

WHAT CAPACITY IS NECESSARY TO DO THIS JOB?

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of this job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl, and lift and move up to 50 pounds. Vision abilities required by this job include close vision. Airplane, bus, train, and car travel will be regular and often.

Occasional overnight travel will be required.

THIS FULL TIME POSITION INCLUDES:

A generous benefits package including a health insurance plan, short term disability insurance, holiday pay, vacation, 401K, virtual office support, a team environment with strong corporate values, and corporate headquarters located in the spectacular Portland, OR metro area.



TO APPLY:

Apply with your resume and thoughtful cover letter explaining why you are the right fit for the role and organization. Candidate's first test is to see how well they adhere to these instructions. Applicants only, please. SunModo is not accepting submissions from recruiters.

SunModo Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, religion, national origin, marital status, disability, veteran status, genetic information, or any other protected class. This position is subject to a 90-day probationary period.