



**Position:** Warehouse Manager  
**Location:** New Orleans, Louisiana  
**Reports to:** Director of Construction

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### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The Warehouse Manager is responsible for running a safe, clean, and efficient warehouse that ensures construction tools and materials are supplied to sites according to building schedules. This team member will receive and track donated materials for Hurricane Idea response, oversee the utilization of Hilti On!Track software, maintain the vehicle fleet, procure construction materials and tools, and manage AmeriCorps Supply and Logistics Coordinators.

### **Responsibilities**

#### Warehouse

- Receive and track all purchased and donated materials for rebuilding to ensure items are properly accounted for.
- Ensure the warehouse is a safe workplace by developing, implementing, and monitoring comprehensive safety policies and protocol for warehouse and delivery operations.
- Oversee the utilization of software system (Hilti ON!Track) to track materials and tools entering and exiting warehouse; ensuring proper utilization of this system.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Maintain fleet of vehicles through regular inspections and maintenance to protect the longevity of the fleet.
- Responsible for ensuring SBP drivers are trained, safe, and follow all driving protocols.

#### Procurement and Support for Construction Team

- Ensure standardized procurement protocols that result in cost and time savings are being followed, while building a culture of cost controls and long-term savings through procurement.
- Negotiate with external vendors to secure advantageous terms and mitigate risk in contracts
- Reduce in-house inventory and move towards just-in-time delivering.
- Ensure that proper materials, in proper quantity arrive at/are removed from jobsites on time.

#### Manage Team Members

- Manage 2-6 AmeriCorps members - interview, select, orient, and train members on warehouse, safety and security policies and procedures.
- Conduct regular follow-ups and check-ins with personnel to ensure they are achieving goals and following protocol.
- Create culture of continual improvement with focus on excellent customer service.

#### Management & Organizational Responsibilities

- Display strong commitment to SBP's mission, values and ethos of community service and continuous improvement.
- Complete all activities with a sense of pride, ownership, and positive attitude.
- Demonstrate leadership and accountability in interactions with team members and work collaboratively with other team members with the goal of creating a cohesive team.

#### **Qualifications**

- Experience in procurement, distribution, logistics, management, warehousing and/or construction.
- Knowledgeable of construction tools, materials, and safety standards.
- Demonstrated ability to lead teams with a customer service focus.
- Willingness and enthusiasm to regularly train AmeriCorps members and volunteers from diverse backgrounds with little to no prior experience.
- Commitment to continual improvement (of oneself, direct reports, and the construction process) and a strong sense of maturity, positivity, and professionalism.
- Able to lift up to 50 lbs. And do physical labor in diverse weather conditions - high heat and humidity, cold, or rain.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Vaccinated against COVID-19 per CDC guidelines and able to provide proof of vaccination.
- Valid driver license and reliable transportation.

#### **Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Plan and implement programs.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Demonstrate initiative and work as a team player.
- Demonstrate commitment to continued professional growth and development.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*