



Job ID: Director of Warehouse Operations
Location: Carbondale, Colorado
Position Type: Full Time
Salary: \$70k - \$80k

The Director of Warehouse Operations is responsible for the day-to-day operations of the warehouse, and any projects assigned. This position has emphasis on overseeing: safety, quality control, shipping / receiving of all orders, inventory control, equipment order reporting and other warehouse related logistics. The Director is responsible for ensuring compliance on all warehouse policies, maintaining daily workspace standards, and successful completion of all daily tasks. Maintains high throughput by adherence to warehouse standards and ensures orders are completed in a timely manner. This position will supervise the outbound/inbound functions, support team member development, training and adequate staffing levels related to business needs. The Director of Warehouse Operations will report to the General Manager.

Key Job Responsibilities:

Fleet Management

- Assist in monitoring daily routing to prioritize on-time delivery/pickup
- Perform frequent reviews on delivery/pickup services and monitor on-time performance
- Monitor regular vehicle maintenance, condition, and operation for assigned location

Warehouse & Asset Management

- Coordinate, train and lead warehouse team to ensure daily tasks are completed on time and in accordance to the dock loading/unloading schedule.
- Monitor inventory levels to maximize availability and utilization for high demand products
- Ensures high-accuracy physical inventory results and quality control and repair standards
- Maintain warehouse in a neat and organized state and help establish projects to keep staff occupied

Customer Service

- Work closely with internal customers to evaluate service levels and ensure all expectations are met
- Ensure the highest standards of service while maintaining operation efficiency and a cohesive relationship with other departments
- Maintain a working knowledge of equipment
- Maintain a working knowledge of IntelliEvent event management system

People Management:

- Increase operational effectiveness by supervising direct reports and communicating SIX Productions core values, strategies, and objectives
- Monitor and improve the team's efficiency and productivity using local and industry standard operating procedures



- Work with direct reports to improve overall service while driving efficiencies through process improvement and best practices including, but not limited to, order processing, quality control & repair, warehouse processes, and overall logistics
- Establish clear expectations regarding responsibilities, behaviors, and daily activities
- Provide training and development opportunities for team members and ensure a safe work environment consistent with company values
- Provide continuous feedback to direct reports, schedule staff and conduct annual reviews
- Partner with GM to manage human resources activity including selection, performance management, salary administration, training and development and strategic human resources planning

Job Qualifications:

- Associate's degree or equivalent warehouse or distribution management experience, preferred
- 5-10 years of experience in live production or event warehouse management
- Strong problem solving skills
- Excellent verbal and written communication skills
- Excellent organizational and time management skills with the ability to meet or exceed multiple concurrent deadlines
- Leadership skills
- Situational Adaptability
- Industry knowledge and experience in the production and live events field is mandatory

Competencies:

- Communicates Effectively
- Decision Quality
- Collaborates
- Instills Trust
- See the Big Picture
- Drive Results
- Value People

Work Environment:

Work is performed in a warehouse environment as well as occasionally at off site event venues. Team members must adhere to appearance guidelines as defined by SIX Productions based in a warehouse environment and when traveling at individual venues. When in the Warehouse, work will be completed in an environment with exposure to outdoor temperatures and to dirt, sand and/or dust. The working conditions will vary between moderately quiet to noisy volumes. Team members may use high-end audio visual equipment and electrical components. Working times may include irregular hours and on-call status including days, evenings, weekends and holidays. Office work is performed primarily in an office environment.