



ASSISTANT WAREHOUSE MANAGER

Position Type: Regular Full Time (non-exempt)

Reports to: Warehouse Operations Manager

Location: Hurricane Distribution Center

The Assistant Manager will work in collaboration with the Warehouse Manager to oversee the daily operational requirements of our warehouse while helping to fulfill the needs of our park stores retail operations. Duties include receiving and processing deliveries, computer data entry, and stocking and delivering inventory to our offsite retail operations. The position assists with conducting regular physical inventory cycle audits and year end overall inventory count. In the absence of management, may include supervising the warehouse team. The position will include working Saturdays and Sundays as required.

WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking an Assistant Warehouse Manager that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, and Pipe Spring National Monuments and providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and to understand the value of the contribution that each person makes to this important work.

The Forever Project's headquarters are in Zion National Park. The Assistant Warehouse Manager position will be based in the Distribution Center in Hurricane, UT.

WHAT YOU'LL DO:

The Assistant Warehouse Manager will be responsible for the following:

Leads:

- Work under the direction of the Warehouse Operations Manager to effectively run operations.
- Create and execute a daily list of priority tasks while leading the warehouse team by example.
- Assist in basic customer service problem resolution in the absence of manager.
- Operational understanding of our Point of Sale System to control inventory stored in our warehouse along with initiating warehouse to retail store transfers and inventory reporting.
- Maintain a clean, organized, and safe warehouse environment.
- Works alongside the warehouse team to receive, unpack, store, and label inventory products as it is delivered.
- Perform other duties as assigned by management.

Supports:

- Provide feedback to leadership on processes and branding opportunities or needs.
- Assist with cleaning and maintenance of distribution facility.
- Assist warehouse team with merchandise receiving, cycle counts, labeling, annual physical count inventory and condensing boxes as needed.
- Assist with administrative needs as necessary (example: Pickups at office locations).

KEYS TO SUCCESS (THE MUST-HAVES)

To be successful in this job, you will excel in these areas:

Hard skills:

- Warehouse and supervisory experience is preferred.
- The ability to lift and carry boxes weighing up to 75 pounds as well as standing for extended periods of time is required for this position.
- A valid driver license and clean driving record is required.
- Must have reliable personal transportation.
- Flexibility to modify work schedule as needed is required. This will include working weekends and some holidays.

Soft skills:

- Committed to continual learning, to the ZFP mission, and to advancing a culture of inclusion in the organization and in Zion.
- Excellent leadership, organizational, multitasking and problem-solving skills.
- Outstanding written and verbal communication skills.
- Ability to be flexible in work situations and adapt to varied work assignments.
- Have a courteous, personable attitude with a professional demeanor at all times.
- Ability to work with minimal supervision and use excellent time management skills.

WHAT ELSE YOU SHOULD KNOW

Zion Forever is an equal opportunity employer. We value diversity among our staff, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, non-exempt, benefit-eligible position located in southern Utah. Work will be based in the Zion Forever Distribution Center in Hurricane, UT. This position is required to work weekends and holidays. Housing is NOT available.

Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k) retirement plan, discounts in our park stores, and an America the Beautiful National Park pass.

HOW TO APPLY

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability

for the position to Elizabeth Fiala, HR Manager, Zion Forever Project, at elizabeth.fiala@zionpark.org. For questions, contact Elizabeth Fiala or Savannah Dunn at savannah.dunn@zionpark.org.