



Fairlawn, NJ

To apply, please email all resume to: suven@rdfoods.us

Warehouse Manager (1 opening) Salary DOE NJ1458514 NJ1458514

Overview:The Warehouse Manager is responsible for managing the shipping/receiving functions of all outgoing/incoming products from the warehouse in an efficient manner. Takes precautions to protect warehouse contents against loss. Retains and reviews warehouse documents and reports. Conducts warehouse operations in accordance with established procedures and policies and keeps management informed of warehouse activities. Completes miscellaneous support functions and supports area personnel as required.

Essential Job Functions:

- Manage and supervise day-to-day operations of warehouse, including: freight, returns, receiving and transfers.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintain sanitation and cleanliness of department equipment and products.
- Must know how to operate a sit-down forklift
- Complete appropriate paperwork and reports as required

Qualifications:

- Minimum 3 to 5 years' experience in the food industry
- Knowledge of warehouse and inventory management

Warehouse Receiving Clerk (2 openings) \$14.00 Hr. NJ1458515 NJ1458515

Essential Job Functions:

- Receive incoming inventory and check in material against packing lists
- Unload Trucks / Load Trucks-Ensure seals are used and match BOL's
- Pull and package inventory for order fulfillment based on pick tickets
- Ability to operate a forklift and pallet jack
- Able to lift over 45 lbs.

Experience:

- Receiving: 2 years

Warehouse Manager

Overview:

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Essential Job Functions:

- Manage and supervise day-to-day operations of warehouse, including: freight, returns, receiving and transfers.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintain sanitation and cleanliness of department equipment and products.
- Must know how to operate a sit-down forklift
- Complete appropriate paperwork and reports as required
- Perform duties in accordance with Hazard Analysis Critical Control Points (HACCP) and Safe Quality Food (SQF) policies and procedures, as appropriate for location
- Other duties as assigned

Qualifications:

- Minimum 3 to 5 years' experience in the food industry
- Knowledge of warehouse and inventory management
- Must have strong time management skills with emphasis on meeting deadlines
- Highly energetic and assertive with strong leadership skills
- Excellent, interpersonal, verbal and written communication skills
- Basic computer skills preferred

Warehouse Receiving Clerk

Essential Job Functions:

- Receive incoming inventory and check in material against packing lists
- Unload Trucks / Load Trucks-Ensure seals are used and match BOL's
- Pull and package inventory for order fulfillment based on pick tickets
- Ability to operate a forklift and pallet jack
- Able to lift over 45 lbs.

Experience:

- Receiving: 2 years