

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.56.03 - Job Description**

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	02/28/2013	Revised to change Director of Materials Control title.
3	08/16/2013	Revised to change Materials Control Manager title.
4	02/07/2014	Revision to Immediate Supervisor.
5	01/30/2016	Revision to Header and Grade Level.
6	03/31/2017	Revision to title for Materials Handling Manager
7	01/31/2019	Revision to Grade Level, Department Manager, Immediate Supervisor, Duties, Responsibilities and Authority and addition of Division Manager.
8	10/31/2021	Revision to Grade Level
9	07/31/2022	Revision to division manager title
10	10/31/2023	Revision of Immediate Supervisor and Duties, Responsibilities and Authority
11	09/26/2024	Revision to <u>Qualifications</u>

**Position Title:** Warehouse Manager

**Grade Level:** 53-1047-11

**Exemption Status:** Exempt

**Department:** Warehouse

**Division Manager:** Executive Vice President Supply Chain Management

**Department Manager:** Warehouse Manager

**Immediate Supervisor:** Director of Supply Chain Management

**Duties, Responsibilities and Authority:**

This position reports directly to the Director of Supply Chain Management and has the authority and responsibility of the warehouse functions. The Warehouse Manager has responsibility and authority to supervise, and coordinate the activities of workers engaged in assigning inventory to customer work orders and storage locations, keeping accurate inventory counts, and data entry.

This position oversees the warehouse personnel, to ensure compliance to all company procedures and processes within the management system of the company.

The Director of Supply Chain Management may assign additional responsibilities of this position at any time.

This position may require travel, and is at the discretion of the immediate supervisor.

**Qualifications:**

Education: *High School completion plus one of the following Experience or Training*

Experience: *Two years' experience in a Warehouse / Shipping / Receiving position*

Training: *Training records of at least 50 hours.*