



## D. SUEHIRO ELECTRIC, INC.

**Position Title:** Warehouse Manager

**Location:** Honolulu, Hawaii

**Duration:** Full Time

**Salary:** Starting at \$70,000 (Salary to commensurate with experience)

### **Responsibilities Include:**

- Oversee daily warehouse operations, ensuring efficient workflow and adherence to safety protocols.
- Manage inventory levels, including receiving, storing, and tracking electrical supplies and equipment.
- Coordinate incoming and outgoing shipments, ensuring accurate documentation and timely delivery.
- Implement and maintain warehouse organization and cleanliness standards.
- Develop and enforce safety policies and procedures to ensure a safe working environment.
- Train, supervise, and evaluate warehouse staff, promoting teamwork and professional development.
- Collaborate with project managers and procurement teams to anticipate material needs for upcoming projects.
- Monitor warehouse performance metrics and implement improvements as necessary.
- Maintain accurate records of inventory, shipments, and warehouse activities using inventory management software (Kojo).
- Ensure compliance with all local, state, and federal regulations regarding storage and handling of electrical materials.

### **Education and Skill Qualifications:**

- High school diploma or equivalent.
- Proven experience in warehouse management, preferably in the electrical or construction industry.
- Strong understanding of inventory management and supply chain processes.
- Excellent leadership and team management skills.
- Proficient in warehouse management software (Kojo) and Microsoft Office Suite.
- Strong organizational skills and attention to detail.
- Ability to lift heavy objects and operate warehouse equipment safely.
- Valid driver's license with clean driving record; forklift certification preferred.

### **Benefits Include:**

- Medical & Dental Insurance, 401(k) Employer Match, Paid Vacation and Sick Leave

*To apply, email your current resume and appropriate job title to [marissa@dsehawaii.com](mailto:marissa@dsehawaii.com) Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the role.*