

ProLine Electric Inc., headquartered in Lancaster, Ohio, is a full-service electrical contractor with a blend of commercial, industrial, and water/wastewater treatment plant projects. We are currently opening this position due to an upcoming retirement.

We are actively seeking a Warehouse and Procurement Manager in Lancaster, OH to join our team.

Work Schedule: Monday- Friday 7:30 am-4:30pm MUST be willing to be flexible to satisfy company needs.

Target Wages: Competitive Wages with growth opportunities

Warehouse and Procurement Manager Responsibilities:

- Coordinates overall warehousing activities through planning and communication with project managers and owners to ensure all shipping and receiving objectives are accomplished in a timely, cost-effective, and safe manner.
- Develops plans for the warehousing area to effectively organize project materials.
- Manage inventory and company assets for day-to-day activities and projects.
- Manage, schedule, and assist delivery drivers on a day-to-day basis.
- Monitors storage racking and other structures to ensure the safe storage of all materials.
- Oversees the rotation of inventories within the warehouse to prevent supply shortages on jobsites.
- Oversees company assets for location, proper maintenance, and use.
- Coordinates with project managers to ensure proper purchasing, processing, packaging, accounting and inventory control activities and procedures.
- Monitors the unloading of all materials being received.
- Ability to operate a forklift and miscellaneous equipment.
- Manage lay-down yard for project staging.
- Learn to manage asset tracking software (Gigatrak).
- Must have a strong personality in order to assign tasks to others and ensure the tasks are completed effectively and efficiently.
- Schedule company fleet inspections for cleanliness, asset tracking, and materials management.

- Resolves discrepancies with accounting regarding invoices/packing slips/receiver reports/inventory levels.
- Provides direction, development, evaluation, and leadership to subordinates.
- Maintains good employee, corporate and community relations.
- Coordinates with others to ensure proper purchasing, scheduling, processing, packaging, accounting and inventory control activities and procedures.
- Maintains company standards for organization, cleanliness, safety, and productivity in the warehouse area.
- Performs other duties / responsibilities as assigned by project management.
- Assist in the re-stocking of inventory from completed projects.
- Knowledge of electrical contracting material is a must.
- Procurement of electrical contracting products.
- Place, expedite and/or negotiate orders with suppliers and resolve receiving and invoice discrepancies.
- Generate purchase orders, which could include expediting, monitoring, and updating purchase orders.
- Monitor and coordinate returns of goods.
- Contribute to strategic decisions affecting operations.
- Strong computer skills are required for online ordering and email communication.
- Oversee the ordering of supplies for the mechanic employed by the company.
- Ensure warehouse, yard, and building are secured at the end of the day.

Benefits and Compensation

ProLine Electric Inc provides a comprehensive package of employee benefits including Medical, Dental, and Vision Insurance, Company Paid Life/AD&D and Short-Term Disability, Paid Vacation and Holidays; additional voluntary benefits such as 401(k) and AFLAC plans are available.

ProLine Electric Inc. considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an equal opportunity employer.