



Warehouse and Facilities Manager * Poly Craft Industries Corp. Middletown, NY

Overview: Poly Craft Industries Corp. is seeking a Warehouse and Facilities Manager in Middletown, NY (Orange County).

The Warehouse and Facilities Manager is responsible for maintaining optimal inventory levels, ensuring the organization and cleanliness of facilities, and developing processes to improve production efficiency. This position also leads safety initiatives, ensuring that warehouse staff stay current with best practices to maintain a safe work environment.

Key Responsibilities

- Warehouse Organization & Operations
- Inventory & Logistics Management
- Facilities Maintenance
- Safety & Compliance
- Process Improvement
- Leadership & Communication
- Additional Responsibilities

Skills required to perform the job:

- Proficient in basic math and inventory calculations
- Strong problem-solving, coordination, and time management skills
- Effective verbal and written communication abilities
- Comfortable in a fast-paced, industrial setting

Requirements:

- High School Diploma
- 2 years' experience in warehouse, logistics, or facilities management
- Reference Check
- Experience with warehouse management systems (WMS) or ERP software
- Knowledge of OSHA safety regulations and warehouse safety standards

Ability to assess team performance and drive continuous improvement

Ability to stand and walk for extended periods. (up to 10 hours per shift)

Ability to lift and move up to 60 pounds

Capable of performing physical tasks such as stooping, kneeling, climbing, or crouching

Manual dexterity to handle warehouse tools and documentation accurately

Shift, Salary, and Benefits: This is a full-time position, 8:00 AM - 5:00 PM, Monday - Friday, \$100,000 yearly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply email hr@polycraftind.com or at website <https://polycraftind.com/jobs/>