



Assistant Warehouse Manager - Orlando, Florida Bilingual English / Spanish

Norman International Inc.

60k-75k / year

Job details

Pay

60k-75k / year

Job type

Full-time

Location

Orlando, FL

Job Description

With more than 50 years of unwavering passion for quality, Norman International Florida, LLC is among the world's largest and most respected manufacturers of window coverings. Our long-standing commitment to quality and craftsmanship have made us the number one choice for homeowners who demand only the best.

We're growing and looking for a hands-on Assistant Warehouse Manager to help lead our warehouse floor operations.

The Assistant Warehouse Manager serves as the primary liaison between the Warehouse Manager and warehouse associates, translating strategic direction into day-to-day floor operations. This role plans inbound and outbound activity, assigns and supervises staff, and ensures safe, efficient, and compliant warehouse operations.

Responsibilities include, but are not limited to:

- Plan inbound and outbound schedules and driver logs to meet company metrics.
- Determine staffing needs and assign workers based on workload and shipping schedules.
- Manage and train the driver team, including performance review and ride-alongs.
- Track productivity and inventory accuracy by individual, function, and department.
- Advise associates on proper handling, storage, and shipping methods and equipment use.
- Ensure safety procedures are followed and resolve workplace grievances.
- Conduct regular floor walkthroughs to monitor workflow, safety, and housekeeping.
- Serve as primary point of contact between the Warehouse Manager and warehouse associates.
- Step in to perform warehouse associate duties as needed to cover absences or meet deadlines.
- Perform additional duties as required.

Requirements:

- High school diploma or equivalent required; Associate's or Bachelor's degree in logistics, supply chain,

business, or related field preferred.

- Bilingual in English and Spanish required.
- 2-4 years of warehouse or distribution experience, including at least 1 year in a lead or supervisory capacity.
- Working knowledge of warehouse management systems (WMS), inventory control practices, and shipping/receiving processes.
- Ability to read and interpret pick tickets, bills of lading, and related shipping/receiving documentation.
- Strong organizational and time-management skills with the ability to manage competing priorities.
- Effective verbal and written communication skills, with the ability to give clear instructions to associates.
- Ability to operate or oversee the safe operation of material-handling equipment (forklifts, pallet jacks).
- Basic proficiency with Microsoft Office and warehouse/inventory software.
- Demonstrated ability to lead, motivate, and resolve conflict among a team of associates.
- Flexible scheduling (able to work variable hours or as required).
- Familiarity with OSHA warehouse safety standards.
- Regularly lifts, moves, and handles inventory in a warehouse environment that includes moving machinery, with exposure to noise and dust or fumes; protective equipment required.

Other Requirements:

- Truck driving training experience required.
 - Able to meet the requirements to drive a 26' box truck as required.
-

Benefits:

- PTO and paid holidays.
- Eligible for Benefits (Medical, Dental, Vision, Life, Long Term and Short-Term Disability Insurance, Pet Insurance, etc.).
- 401K with company match after 1 year.

Norman is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Norman will consider for employment qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply Now