



Title: Warehouse Manager
J.S. Woodhouse, a division of Hayward Distributing
B2B
Mon-Fri 8-5

Location: West Springfield, Massachusetts

We are looking for a talented professional to lead our J.S. Woodhouse warehouse and transportation team. Reporting to the Ag Division Manager, you will be asked to use your skills and experience to (1) manage a small central warehouse and transportation team, (2) ensure prompt, accurate and cost effective shipping, (3) and coordinate with other employees including the office, sales and three satellite branches to generate smooth and appropriately prioritized warehouse and truck order flow.

This position requires:

- An organized, process oriented, and detailed mindset
- An energetic, positive and proactive attitude
- Sensitivity to the needs of our customers
- A resourcefulness and sense of urgency to find a way to solve problems

Founded in 1843, J.S. Woodhouse has a long and stable history. In January 2021, J.S. Woodhouse joined the Hayward Distributing team. Based in Columbus, Ohio, Hayward is a growing company with a proven track record of success. J.S. Woodhouse distributes agricultural, forestry and construction equipment to dealerships throughout the Northeastern U.S., including brands such as **Worksaver, Sitrex, Fransgard, and Ferri**. There is a team of about 10 at the West Springfield location.

Your responsibilities include (but are not limited to):

- Competently manage the three person warehouse / transportation team.
- Organize and ensure inventory accuracy for both parts and whole goods.
- Coordinate all inbound and outbound shipments to and from the central warehouse, including parcel, LTL, inbound and outbound truckloads, and transfers to and from other branches.
- Manage all warehouse functions including receiving and stocking, counting, picking, packing, and shipping while ensuring prompt, accurate and cost effective shipments
- Take a pragmatic and common sense approach to local routing and loading of flatbed/tow behind trailers



- Get your hands dirty driving a forklift, or truck & trailer when needed
- Facilitate any changes to inventory such as setup or accessory swap-outs.
- Communicate with other branches and departments.
- Maintain facilities

In order to do this job, you will need to demonstrate:

- Meaningful experience in the warehouse setting
- Evidence of a responsibility and dependability that comes with having “keys to the building”
- Basic computer skills
- Ability to drive a forklift, and occasionally a truck & trailer (CDL not necessary)
- Experience handling and moving large pieces of equipment
- Process oriented mindset
- Attention to detail
- Enthusiastic, positive, passionate, and energetic
- Customer focused with an understanding of business needs
- Easy to work with – you will be dealing with a lot of different departments and you need to be able to get along with everyone
- Have a bias towards action and a resourcefulness to get things implemented
- Treat people fairly and do what you say you will do
- Ability and willingness to get your hands dirty when necessary and work overtime when required

What sets J.S. Woodhouse and Hayward apart from other companies?

- Our employees stay with us because they enjoy their work and our culture.
- Hayward is a family company that has built a strong reputation in the industry by treating employees and customers fairly.
- Hayward is an 80-person company with the sophistication and support necessary to let you do your job without the large company bureaucracy that keeps you from doing it.
- We care about our employees and offer benefits that include health insurance, immediately vested 401(k) matches, 14 days PTO initially with increases with tenure, holidays, and highly competitive compensation packages

Please submit your resume and salary requirements to shribar@selectlinx.com. EOE.