



About Bentek

Founded in 1985, Bentek is a leading EMS provider of high-complexity, low-volume assemblies to capital equipment manufacturers as well as emerging high-tech industrial companies in the semi-conductor, flat panel, defense, solar, and RFID sectors. Bentek has also developed a family of solar combiner products serving the needs of utilities and large commercial solar installations. Headquartered in San Jose, California, Bentek services include product design, engineering services, cable and harness assembly, box build, large scale and complex system integration and test.

Job Location: San Jose, CA

Job Title: Warehouse Manager

Primary Responsibilities:

- Develop and implement procedures for efficient warehouse operations and inventory control.
- Coordinate and schedule shipments to meet customer requirements and deadlines
- Monitor warehouse performance KPI's and implement improvements to enhance productivity and reduce costs.
- Inventory management. Maintain inventory accuracy and execute cycle count program.
- Material flow process improvement. Develop and implement material supply process for high mix low volume and high volume low mix productions.
- Manage warehouse resource and provide training. Leads staff through effective hiring, development, utilization, inspiration and counseling and providing a safe and healthy work environment.
- Work with purchasing to setup VMI, Kanban system.
- Team up with other functional groups to optimize the overall output.
- Ensure compliance with health and safety regulations and company policies.
- Resolve any issues or discrepancies related to inventory, shipments, or warehouse operations.

Qualifications:

- Proven experience as a Warehouse Manager, Shipping Manager, or similar role, with a minimum of 10+ years in a managerial capacity.
- Strong knowledge of warehouse operations and best practices.
- Excellent leadership and interpersonal skills, with the ability to motivate and develop a team.

- Proficiency in inventory management software and systems.
- Communicates effectively, in both written and verbal formats.
- Effectively mentors employees at all levels.
- Understands and uses continuous improvement tools.
- Drives solutions to planning issues with direction from senior management.
- Effective analytical, planning, and organizational skills.
- Effective interpersonal skills with internal and external customers.
- Effective problem solving skills.
- Advanced knowledge of Microsoft Office (excel, PowerPoint, word).
- Understands Enterprise Resource Planning (ERP) tools.
- Advanced knowledge of document control operations.
- Forklift certification and knowledge of safety regulations (preferred).

Education / Experience

- 4 year bachelor degree or equivalent combination.
- 5+ years warehouse management experience
- 5+ Experience in electro/mechanical manufacturing environments
- Lean manufacturing implementation experience