
Warehouse Manager – GSA Export Operations

Position Overview

The Warehouse Manager is responsible for the end-to-end management of a GSA export consolidation warehouse supporting U.S. Government shipments. This role oversees receiving, storage, consolidation, compliance, and outbound distribution of export-bound cargo via air and ocean modes. The position ensures strict adherence to federal regulations, GSA and Department of the War aligned warehouse procedures, and contractual performance standards while driving operational efficiency, accuracy, and accountability.

Key Responsibilities

Operational Management

- Lead daily warehouse operations including receiving, inspection, put-away, inventory control, order fulfillment, consolidation, and outbound shipping
- Manage throughput to meet GSA service-level agreements (SLAs) and delivery timelines
- Oversee cargo consolidation planning to optimize air and ocean freight movements
- Ensure proper handling, segregation, and staging of government-owned materials

GSA & DoW Aligned Warehouse Procedures

- Execute warehouse operations in accordance with GSA supply chain and export distribution protocols, including standardized receiving, inspection, and issue processes
- Apply DoW aligned procedures for material accountability, traceability, and controlled storage practices
- Maintain strict chain-of-custody controls for government material from receipt through shipment
- Ensure proper packaging, preservation, and marking in accordance with applicable military and federal standards
- Support audit readiness in alignment with government property accountability requirements and contract clauses

Inventory & Systems Management

- Maintain real-time inventory accuracy using Warehouse Management Systems (WMS)

- Execute cycle counts and wall-to-wall inventories in accordance with contractual and government requirements
- Ensure traceability of all material movements and transactions
- Generate required reports for GSA and government stakeholders, including inventory status and shipment visibility

Personnel Leadership

- Supervise warehouse staff including supervisors, leads, and material handlers
- Develop staffing plans aligned to workload, surge requirements, and mission tempo
- Train personnel on government procedures, safety standards, and material accountability requirements
- Enforce performance standards and continuous improvement initiatives

Safety & Security

- Ensure compliance with OSHA standards and warehouse safety protocols
- Maintain secure handling and storage of government cargo, including sensitive and controlled materials
- Enforce access controls and physical security measures aligned with federal contract requirements
- Lead incident reporting, investigations, and corrective action implementation

Customer & Contract Performance

- Serve as the primary on-site point of contact for GSA representatives, contracting officers, and inspectors
 - Monitor and report Key Performance Indicators (KPIs), including:
 - Order accuracy
 - On-time shipment performance
 - Inventory accuracy
 - Processing cycle times (dock-to-stock, pick/pack/ship)
 - Support audits, inspections, and performance reviews in accordance with contract requirements
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Required Qualifications

- 7–10+ years of warehouse or distribution management experience
 - Demonstrated experience managing a U.S. Government warehouse or contractor-operated warehouse handling government-owned material
 - Strong knowledge of GSA supply chain operations and federal warehouse procedures
 - Experience with hazardous materials handling and compliance requirements
 - Proficiency with Warehouse Management Systems (WMS) and inventory control platforms
 - Proven leadership experience managing teams in high-volume, mission-driven environments
 - Ability to obtain and maintain a U.S. Government security clearance
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Preferred Qualifications

- Bachelor's degree in Supply Chain Management, Logistics, Business, or related field (or equivalent experience)
 - Experience supporting GSA, DoD, Department of the Navy or Department of War logistics operations
 - Familiarity with military packaging, marking, and preservation standards (e.g., MIL-STD practices)
 - Experience supporting export consolidation hubs and global distribution networks
 - Certifications such as:
 - Certified Supply Chain Professional (CSCP)
 - Certified Logistics Associate/Technician (CLA/CLT)
 - PMP (Program/Contract Management alignment)
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Key Competencies

- Government material accountability and compliance discipline
- Operational execution and throughput optimization
- Leadership and workforce management in regulated environments

- Data-driven decision making and performance management
 - Customer engagement and contract compliance execution
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Work Environment

- Warehouse environment with exposure to material handling equipment and varying temperature conditions
 - Physically active role; ability to lift up to 50 lbs as required
 - May require extended hours, shift work, and surge support based on mission requirements
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Performance Metrics (Contract-Aligned)

- $\geq 99\%$ inventory accuracy
 - $\geq 98\%$ on-time shipment performance
 - ≤ 24 -hour dock-to-stock processing time
 - Full compliance with GSA and DoW procedures
 - Successful audit outcomes with no material findings
 - Strong safety performance with minimal incidents
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Clearance / Eligibility

- Must be able to obtain and maintain a U.S. Government security clearance as required by contract
- Must meet all federal employment and background screening requirements