

## **JOB DESCRIPTION**

Aquiline Drones (AD) seeks to fill the role of Warehouse Specialist at its downtown Hartford drone production facility. This position will be responsible for developing, configuring, and optimizing processes relative to receiving, shipping, and packaging. In the present role, the Warehouse Specialist will report directly to the Warehouse Engineer.

The main role of the WS is to support the Warehouse Engineer. The WS will develop best practices, routines, and innovative solutions to improve production rates and quality of output. The WS will be responsible for auditing and reporting inventory. The WS will use network modeling and warehousing techniques to design and optimize warehouse operations.

The candidate sought must excel in a fast-paced drone production environment and be able to quickly learn the technical nature of AD's product portfolio and understand the needs of AD's rapidly growing customer base.

## **DUTIES AND RESPONSIBILITIES**

- Establish warehousing practices and protocols to achieve maximum warehouse efficiency
- Organize workflow to meet specifications and deadlines
- Supervise and evaluate performance of warehouse personnel
- Ensure output meets quality standards
- Enforce safety protocols
- Keep up to date on the latest federal and state safety regulations
- Cross-training will be expected

## **COMPETIENCIES**

- Excellent leadership skills, including the abilities to set goals, motivate and manage conflict
- Effective communication skills, including writing, speaking and active listening
- Great interpersonal skills
- Good project management skills, including strong decision-making, problem-solving and strategic planning abilities
- Exceptional time management and organization skills
- In-depth understanding of industry and company best practices for quality in the manufacturing process
- Familiarity with bookkeeping, inventory control practices and logistics
- Comfortable using quality management software and other organizational computer applications (ex. Oracle and SAP)
- Physical strength, stamina and the ability to walk or stand for long periods of time

## **SUPERVISORY DUTIES**

- Warehouse supervisors and technicians

## **WORK ENVIRONMENT**

This job operates in a professional office environment and routinely uses standard office equipment. The role of Warehouse Specialist requires physical strength and the ability to walk or stand for long periods of time. It includes standard office functions such as moving files, opening filing cabinets and bending or standing, as necessary. Traveling may be required for this position up to 20% of the time. This position requires the direct supervision of others.