

# Warehouse Manager

## Company Overview:

**Nordic Homeworx** is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

## Position Overview:

As the **Warehouse Manager** at Nordic Homeworx, you will drive operational excellence by efficiently managing all warehouse operations and workflows. This includes maintaining meticulous inventory accuracy, ensuring precise tracking of all incoming and outgoing goods, and keeping the warehouse highly organised and fully functional.

As the Warehouse Manager, you play a critical role in the overall smooth running of operations at Nordic Homeworx. A key part of your role will be to lead the rollout and implementation of the Warehouse Management System (WMS), ensuring accurate setup, smooth adoption, and continuous system optimisation across all warehouse activities. You will also be responsible for improving processes, driving efficiency, and ensuring strict adherence to safety and quality standards at all times. In addition to managing daily operations, you will lead, develop, and motivate the warehouse team.

## Responsibilities:

### Warehouse Operations & Inventory Management

- Facilitate the rollout and full implementation of the Warehouse Management System (WMS), ensuring accurate setup, user adoption, and ongoing optimisation.
- Oversee all warehouse activities using the Warehouse Management System (WMS) to ensure real-time, accurate inventory tracking.
- Receive, inspect, and process incoming goods, ensuring quality, correct documentation, and proper storage.
- Monitor product levels, flag low stock of critical items, and coordinate replenishment of materials, including local installation supplies and Kährs products.

### Process Optimisation & Systems Management

- Maintain and continuously improve warehouse processes to ensure maximum operational efficiency.

- Manage WMS updates for all incoming, outgoing, and new materials.
- Enforce quality assurance protocols for all materials entering and leaving the warehouse.

#### **Team Leadership**

- Manage warehouse team effectively, ensuring clarity of responsibilities, consistent performance, and strong teamwork.
- Plan and manage staff schedules and task allocation to ensure smooth daily operations.
- Conduct performance reviews, identify training needs, and support professional development as required.

#### **Reporting & Stakeholder Coordination**

- Maintain accurate, up-to-date records of all warehouse materials in WMS.
- Prepare reports, statistics, and dashboards for management to support decision-making.
- Collaborate with the wider Operations Teams (Procurement & Logistics, Projects, and Technical) to ensure timely availability and delivery of materials.

#### **Health, Safety & Compliance**

- Uphold the highest standards of warehouse health, safety, hygiene, and security.
- Ensure adherence to internal policies and regulatory requirements across all warehouse operations.

#### **Qualifications / Requirements:**

##### **Education:**

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or related field is preferred, but not required.

##### **Experience:**

- 3–5 years' experience in warehouse operations, with at least 2 years in a supervisory or managerial capacity.
- Strong knowledge of Warehouse Management Systems (WMS) or similar platforms.
- Valid driving license.

##### **Skills & Competencies:**

- Proven leadership, organisational, and problem-solving abilities.
- Strong understanding of warehouse health, safety, and operational best practices.
- Excellent attention to detail, communication, and coordination skills.
- Proactive mindset with the ability to identify and implement process improvements.

### Why join us?

At Nordic Homeworx, our culture is rooted in trust, care, excellence, and sustainability. We foster an environment where people feel empowered, supported, and confident taking ownership of their work. Respect and empathy guide how we collaborate, while a commitment to high standards drives us to consistently deliver quality and seek continuous improvement. As partners of a leading eco-conscious flooring brand, we are dedicated to sustainable practices that make a positive impact. Together, these values create a workplace where you can grow, feel inspired, and build a meaningful long-term career.

### How to apply:

Interested in joining a team where your work truly matters? Send your CV and a short cover letter to [careers@nordichomeworx.com](mailto:careers@nordichomeworx.com) and tell us why you'd be a great fit for the Warehouse Manager role. We look forward to hearing from you!