

Job Title: Warehouse Operations Manager  
Department: Merchandise  
Reports to: CFO

FLSA status: Exempt  
Classification: Administrative  
Supervises: None

Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. The Ragnar Relay Series is the largest relay series in the country. Physical labor, heavy lifting, and working weekends and long hours during races is a requirement. This job will average 40-50 hour work weeks and most of those are at the office, in front of a computer.

We offer a great benefits package including 75% covered health care, 401K & match, open PTO policy, and a free Ragnar race per year.

**Position Summary:** The Warehouse Operations Manager plans, organizes, directs, controls, and manages the daily activities of the Ragnar Business Center in inventory management, purchasing and facility maintenance.

**Qualifications Required:**

- Bachelor's degree or higher in relevant field required.
- Minimum of 2 years' experience of retail or warehouse/distribution center setting, inventory planning.
- Computer proficiency, including Microsoft Office Suite.
- Excellent verbal and written communications skills.
- Excellent organizational skills.
- Highly flexible; able to work on multiple projects simultaneously while meeting deadlines.
- Management and/or forecasting management experience preferred.

**Essential functions and responsibilities:**

- Day-to-day management of the POS/ Inventory System - Lightspeed.
- Day-to-day management of the Ragnar Business Center.
- Create and maintain the standard operating procedures and manual of the POS/ Inventory System – Lightspeed; that can be a step-by-step guidelines for employee use.
- All data entry for the POS/ Inventory System - Lightspeed - Creating Item Cards, setting up vendors, entering cost and MSRP as well as running sales reports for the Director.
- Event support for all Ragnar Relay and Trail races.
- Responsible for the development of inventory control personnel.
- Responsible for coordination of cycle count and physical inventory activities.
- Responsible for analyzing on-hand inventory levels and resolving discrepancies through system troubleshooting.
- Coordination of purchasing for company needs.
- Heavy lifting (50 lbs.), and travel up to 10%.

**Nonessential functions:**

- Responsible for the resulting inventory and data entry reports, and their accuracy.
- Assists in the development of the department budget and adheres to the same.
- Interfaces with other departments, customers, and supplier representatives.
- Responsible for effective communication levels and fosters team building.
- Manage continuous improvement projects involving cross functional teams where necessary
- Perform other related duties as assigned.
- Supports the merchandising needs, functions, and organizational infrastructure.



**RAGNAR RELAY**  
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**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds and travel up to 10%. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The noise level in the work environment is usually moderate.

To apply: Submit your cover letter with salary expectations and resume to [jobs@ragnarrelay.com](mailto:jobs@ragnarrelay.com)



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