



Southeastern Architectural Systems
9325 Forsyth Park Drive,
Charlotte, NC 28273
Phone: (704) 896-5805 | Fax: (704) 896-5812

SEAS Facilities & Warehouse Manager

Job Description and Responsibilities Include:

In addition to the core focus items described below, our facilities manager is expected to be “hands on” and spend a great deal of time coordinating with our Project Managers, Superintendents and the Cardinal Team. Your position and skill set will have a mix of hands-on and managerial responsibilities, as well as meetings and relationship-building opportunities with our vendors and transport services. Outside of the job description below you will also be held accountable to living out the SEAS core values and behaviors. These are cornerstones of the company and should be taken seriously as part of your everyday job. A summary of these expected activities is below:

Facility Maintenance & Upkeep

- Ensure all building systems (HVAC, compressors, lighting, cranes, doors, etc.) are functional and maintained.
- Coordinate vendors for facility repairs, cleaning, and preventive maintenance.
- Maintain documentation of inspections, maintenance, and warranties.
- Ensure fire suppression system upkeep and maintenance.
- Coordinate cleaning services for office.
- Ensure roll-off containers and recycling is disposed of in timely manner.
- Coordinate maintenance of forklifts and other hoisting equipment on a set time frame.

Warehouse & Yard Organization

- Keep all interior and exterior storage areas clean, safe, and efficiently organized.
- Maintain visibility of all material and tool locations through labeling, tracking, and OneKey integration.
- Implement and sustain visual management (racking labels, layout maps, etc).

Material Flow & Logistics Coordination

- Coordinate inbound and outbound materials with **Project Managers** and **Cardinal Fabrication**.
- Manage delivery scheduling, receiving, staging, and return of materials from job sites.
- Work directly with **outside logistics partners (e.g., Link Logistics)** for large shipments and freight coordination.

Safety & Compliance

- Conduct regular safety inspections and address hazards immediately.
- Maintain fire, environmental, and OSHA compliance across warehouse, yard, and manufacturing areas.
- Ensure signage, safety gear, and emergency equipment are in place and operational.

Continuous Improvement & Support

- Identify and implement improvements for facility layout, workflow, and efficiency.
- Support Field Operations and Fabrication with facility readiness, expansions, and special projects.
- Uphold SEAS standards of appearance, professionalism, and accountability across all areas of the property.

