
Warehouse Lead

POSITION ROLE: Assumes full responsibility for all activities and assigned personnel in the Warehouse shipping and /or receiving departments, in the absence of, or when assigned by the Warehouse Supervisor. Ensures assigned personnel are trained and products are shipped to customers' on-time and error free.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Knows all duties of assigned personnel.
 2. Directs all order picking activities in the Shipping Department and insures that established schedules are maintained and being followed.
 3. Directs activities in the Receiving Department and ensures that received materials are properly entered into IQMS and are properly warehoused.
 4. Performs daily cycle counts and performs Bi-annual physical inventories as assigned.
 5. Uses computer system to retrieve information and performs inventory reconciliation for the Finished Goods Warehouse.
 6. Instruct subordinates verbally and by referring to approved checklists, procedures, and job descriptions. Examines work for exactness, neatness and conformance to established checklist, policies and procedures.
 7. Ensures that assigned personnel complete and submit checklist at the end of each shift.
 8. Ensures Master Location Report is accurate and current.
 9. Conducts "hands-on" training for assigned personnel. Instructs employees on care of items received, stored and shipped from the Finished Goods Warehouse.
 10. Trains assigned personnel on the methods and use of material handling equipment.
 11. Reports malfunctioning equipment and tools to the Distribution Manager
 12. Verifies that staffing is adequate to meet current schedule.
 13. Alerts and consults with Warehouse Supervisor regarding assigned personnel when company's rules, regulations and standards are not followed.
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DESIRED EDUCATION & EXPERIENCE:

1. High School Diploma /GED
2. 2 years of shipping & receiving work experience
3. Technical Skills
 - a. Forklift Certification
 - b. Basic computer skills
 - c. Computer literate with Microsoft Word and Excel.

Apply for this position

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