



# JOB DESCRIPTION

Job Title: Warehouse Lead	Status: Full Time
Department: Warehouse	Reports To: Warehouse Manager
Revision Date: August 14, 2023	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

## Position Overview

The Warehouse Lead is responsible for coordinating and supervising all warehouse activities, acting as a backup for the Warehouse Manager in his or her absence in a manner consistent with the Company's policies and service objectives.

## Essential Job Functions

- Shipping/Receiving
  - Supervise, coordinate, and assist with unloading inbound shipments, orderly and safe stacking of products, and picking and staging outbound shipments in accordance with the highest possible levels of productivity. Verify required inbound/outbound paperwork on purchase orders and customer orders, ensuring that all product is properly identified and counted.
  - Receive products in the Company's ERP system and process item fulfillment for sales orders.
  - Receive returned merchandise according to documented RMA process, process returns to vendors, and receive purchase orders upon receipt of replacement product.
- Inventory Management
  - Assist with the planning and execution of scheduled physical inventory and cycle counts.
  - Maintain preferred bins. Ensure the optimal utilization of space through warehouse consolidation. Rotate products as appropriate and assist with stock rotations.
- Labor Management
  - In the absence of the Warehouse Manager, the Warehouse Lead will direct the operations of the warehouse staff to achieve prescribed objectives and goals.
- Quality
  - Ensure inbound and outbound shipments are accurate and free of damage.
  - Communication - Interact with Operations, Purchasing, Inside and Outside Sales, Human Resources, Accounting, Customers, and employees.
- Safety, Sanitation, and Security
  - Maintain security of the warehouse. Conduct operations in a manner that promotes safety. Conduct operations in accordance with OSHA and Safety Data Sheet Standards
  - Ensure proper safety training for all warehouse employees.
- Equipment
  - Ensure the efficient and safe operation of all material handling equipment, radio frequency equipment, and computers.
  - Conduct daily inspections of material handling equipment to ensure safe operation.



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### Non-essential Job Functions

- Maintain a clean, neat, and orderly work area.
- Performs other allied duties as assigned by the supervisor.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### Education/Experience

High school diploma or general education degree (GED); and 3 to 5 years related experience and/or training; or equivalent combination of education and experience.

#### Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Proficient in Spanish is desirable, but not required.

#### Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

#### Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### Computer Skills

Must be able to navigate web browsers, proficient in Microsoft Office products including Outlook, and able to adapt and use the Company's computer system and carrier websites. Familiarity with radio frequency equipment, and materials handling equipment is essential.

#### Certificates/Licenses Required

Proper certification for all material handling and material packaging equipment at our facilities is required.

#### Other Skills/Abilities

Ability to self-motivate, and ability to consistently deliver high-quality work product. Ability to thrive in an environment which is both ad-hoc, as well as an environment in which one must play multiple roles to support the organization.

***NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.***



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### **SUPERVISORY RESPONSIBILITIES**

As a backup to the Warehouse Manager, the Warehouse lead may be called upon to directly supervise employees in the warehouse. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment consists of an indoor, heat climate-controlled atmosphere. Noise level in the office is quiet to moderate. Noise level in the warehouse is moderate and occasionally loud.

### **Physical Demands**

The physical demands 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.

Must be able to regularly lift and/or move object 10-50 lbs. and/or move objects that weigh more than 100 lbs. Sitting or standing for extended periods of time, with the requirements to walk, stoop, crouch or crawl, reach with hands and arms, dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and talk/hear. Occasionally required to climb or balance. Specific vision abilities required by this job include close vision and ability to adjust focus.

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