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Job Description North Plant Warehouse Lead

SUMMARY

Responsible for coordinating and overseeing all warehouse activities on a daily basis, including receiving, storing, picking, replenishment, assembly of orders and tracking inventory through the use of the Reichel bar-coding system in addition to helping keep a clean safe audit ready warehouse every day. If absent, the Warehouse Supervisor or another trained Warehouse employee will cover these responsibilities.

PRIMARY RESPONSIBILITIES

1. Coordinates and oversees the efficient and safe loading and unloading of goods with the use of both physical and mechanical devices.
2. Schedules inbound loads.
3. Conducts and documents the morning trailer inventory of the drop trailers.
4. Ensures that all company policies are followed.
5. Supervises the operations of the warehouse team to achieve objectives.
6. Communicates with the production, QA, procurement and logistics departments to ensure achievement of goals.
7. Completes all necessary records accurately and in a timely manner.
8. Ensures the integrity of inventory, assists in cycle counts and annual physical inventory.
9. Helps to train new employees.
10. Other duties as assigned by the Warehouse Supervisor and Warehouse Manager.
11. Assists with moving and or spotting trailers

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work condition includes bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees. This position can also include pushing or pulling up to 2000lbs on pallet jacks. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, shop truck fuel pump and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

4/5/2018

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Leaac OMBU
Employee Printed Name

[Handwritten Signature]
Employee Signature

04/06/2018
Date

[Handwritten Signature]
Supervisor Signature