JOB DESCRIPTION

JOB TITLE: Warehouse Lead

SUMMARY:
Full time position that directs the activities of warehouse personnel involved in the receiving, production and shipping of Easiway Products. Ensures that all policies and procedures are followed.

DUTIES AND RESPONSIBILITIES:
• Assists warehouse manager with development, implementation and maintenance of policies and procedures; ensures all established policies and procedures are followed by warehouse team.
• Supervises all shipping, receiving, and packing room activities performed by warehouse team; maintains a high degree of visibility and access to employees on warehouse floor throughout the shift.
• Leads by example and trains, motivates, coaches, rewards, and disciplines crew being supervised
• Supervises inventory control process.
• Resolves warehouse-related issues with representatives from other department throughout the company.
• Reviews, prioritizes, and organizes all outgoing orders.
• Schedules equipment maintenance as required.
• Forecasts crewing needs to meet peak demands of the business and staff team accordingly.
• Coordinates with the warehouse manager to manage personnel issues and requests.
• Leads crew by example by loading trucks and/or performing other duties as necessary.
• Performs administrative tasks as necessary.
• Maintains a working knowledge of all warehouse operations.
• Maintains safety programs and all required safety training for the crew.
• Performs other related duties as assigned by management.
• Supervises up to 4 warehouse employees

QUALIFICATIONS:
• Two to four years related experience or equivalent.
• Strong inventory control skills.
• Knowledge of warehouse operations best practices.
• Demonstrated proficiency in supervising and motivating subordinates
• Commitment to excellence and high standards
• Excellent written and oral communication skills
• Strong organizational, problem-solving, and analytical skills
• Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
• Ability to work independently and as a member of various teams and committees
• Proven ability to handle multiple projects and meet deadlines
• Strong interpersonal skills.
• Ability to deal effectively with a diversity of individuals at all organizational levels.
• Forklift certified or able to become forklift certified
• Must comply with all safety requirements
• Ability to perform the physical labor necessary

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.