



Warehouse Lead

Job Scope

As a Warehouse Lead, you will work under the direction of the Warehouse Supervisor, oversee and participate in the shipping, receiving, storing, and issuing of supplies, inventory/fixed assets, maintain receiving and inventory control records and prepare related reports; serve as a lead over one or more assigned warehouse function; train and provide lead work direction and guidance to assigned staff.

Responsibilities

- Receive and stock all deliveries.
Prepare and expedite product for delivery.
Track all stock transfer requests using tracking system.
Use tool tracking system to produce weekly cycle counts for warehouse.
Stage all daily materials for construction and service projects
Maintain safety and cleanliness of work area.
Ability to bend, reach, lift, and climb
Must be able to lift 50 lbs of material over the course of a workday.
Monitor the performance of staff and suggest performance improvement
Track the performance of the warehouse overall to ensure that it's running smoothly
Run reports pertaining to the performance of warehouse
Resolve issues regarding shipment and deliveries
Motivate team and provide guidance for warehouse employees on a day-to-day basis
Other duties may include creating work schedules for employees

Requirements

- High School Diploma or General Education Degree
Must be able to pass a drug and background screen
Must be able to withstand the physical needs of the job including heavy lifting, bending, and repetitive motions.
Willing to work more than 40 hours a week with occasional weekends
Ability to multitask while staying organized
Positive customer service skills
Experience in lighting and electrical is a plus!

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.