Warehouse Lead

Job Summary
The Warehouse Lead will assist in coordinating all daily warehousing activities. This position will be responsible for assisting the Warehouse Supervisor with training, assigning, scheduling, and communicating job expectations.

This position reports to: Warehouse Supervisor

Responsibilities:

- Assists and leads assigned activities associated with warehouse operations.
- Responsible for managing the process of receiving, stocking, and quality control of all merchandise.
- Monitors performance and productivity to maximize operation excellence, which includes service, quality, and cost control.
- Responsible for identifying areas of improvement and establishing updating existing work procedures and practices.
- Responsible for organizing, planning, coordinating, facilitating and managing all aspects of physical inventory and storage area.
- Assist with determining staffing levels and assigning workload; to include training and cross-training of warehouse staff.
- Ensures warehouse equipment is maintained and in proper working order.
- Oversee warehouse maintenance and condition.
- Oversee and coordinate maintenance of equipment.
- Assist Supervisor with day-to-day duties.
- Performs other duties as assigned.

Qualifications:

- Warehouse experience – 5 or more years.
- Experience in similar position required; ie Lead or Coordinator roles.
- Strong interpersonal skills.
- Good math skills.
- Intermediate computer knowledge.
- Excellent communication skills, both written and verbal.
- Proficient in both English and Spanish, required.
- Ability to work independently.
- Comfortable with heights up to 30 ft. and lifting up to 50 lbs.

Pay commensurate with experience.