



Job Description

Issue Date : 00/00/0000
Revision # : 0
Last Revised : n/a

Job Title: Warehouse Lead Full Time Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Regional Manager	09/17/2017				

Supervisory: No
Reports To: Regional Manager

Description:

Warehouse lead will be responsible for overseeing daily operations of the warehouse. In the absence of the regional manager will act as supervisor of the warehouse.

Duties:

- Oversee all daily operations of shipping and receiving.
- Will be fully trained in both shipping and receiving to be able to assist when needed.
- Responsible for daily cycle counts, and general appearance of the warehouse.
- Be trained in procedures for freight and call tags, in order to assist, and take over in the regional managers absence.
- May train new employees
- Perform other duties as assigned from time to time.

Education/Experience Required:

- High school diploma or GED a must.
- An understanding of parts, preferably at least 1 year in some aspect of the parts industry.
- Computer skills; MS Excel, Adobe, ADP, Email and MS Word. Good typing skills.
- Detail oriented, highly organized and responsible.
- Ability to lead by example and train new employees.

Physical Requirements:

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date

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