JOB DESCRIPTION

Job Title: Receiving Lead
Department: Production
Reports To: Operations Manager
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved Date: 08/30/2012

Summary: Directs and coordinates receiving and other warehouse processes according to established operating procedures by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Oversee receiving and other warehouse processes and personnel to make sure work meets quality standards and is performed according to established procedures.

- Provide training of current and new employees in all appropriate procedures and processes required to complete work assignments.

- Provide daily work assignments to staff and work with managers and other supervisors to coordinate personnel and resources as necessary to complete all work scheduled for department.

- Assist with the development, revision and enforcement of inventory management and procedures including record keeping, work instructions, ISO procedures, and other standard operational and work practices as necessary.

- Operate lift trucks, pallet jacks, and other equipment to safely move parts to proper locations and load and unload steel trucks as necessary.

- Oversee the receipt of purchased goods verifying counts and quality, complete transactions to receive product, process paperwork and complete all necessary transactions according to established procedures. Locate product to the appropriate areas according to procedure.

- Inspect freight upon arrival, document any signs of damage, and resolve freight claims in a timely manner.

- Visually monitor inventory levels and communicate low levels to buyers, schedulers, and others as necessary.

- Cycle count inventory according to established guidelines and assist with developing actions to correct inventory problems.

- Complete inventory transactions to receive, assign location and issue inventory as required.
All Employees

• Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

• Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.

• Comply with safety regulations and maintain clean and orderly work areas.

Supervisory Responsibilities: Directly supervises up to 5 non-supervisory employees in the warehouse department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.